

Pima Prevention Partnership

Job Description

Position: Data Coordinator

Reports To: Research and Evaluation Manager

Summary:

Coordinates data collection and data entry activities for Research and Evaluation Department. Maintains data collection and data entry schedule. Enters data into computer databases for subsequent analysis; creates templates for scannable surveys in SPSS; scans completed surveys using optical scanner and Remark Software. Types various documents from rough drafts, clear copy or transcription, including meeting minute. Collects data from program clients using standardized assessment instruments, and enters data into existing databases. Reports collection/entry status to Program Associates/Evaluators and clients.

Education and Experience:

Bachelor's degree in a human service or business program and two or more years of experience as Data-Entry Technician. Equivalent combination of education and experience can be accepted. Supervisory experience desired.

Duties and Responsibilities:

- Coordinates data collection and data entry activities for self and assigned data technicians.
- Coordinates data collection and data entry activities with program associates/evaluators, including establishing priorities in cases where there are conflicts.
- Provides weekly reports to Research and Evaluation Program Associates/Evaluators and Clients.
- Keeps track of received data and source documents.
- Conducts assessment interviews using standardized data collection instruments.
- Prepares and sorts source documents, and identifies and understands characteristics of data to be entered.
- Contacts originators of source documents to resolve questions, inconsistencies, or missing data.
- Enters alphabetic, numeric, or symbolic data from source documents into computer following format displayed on screen, and enters necessary codes.
- Makes necessary corrections to information entered.
- Compiles, sorts, and verifies accuracy of data to be entered.
- Creates templates for surveys using optical scanner and converting into SPSS.
- Keeps record of work completed.
- Reviews error reports and enters corrections into computer.
- Transmits entered information into database.
- Files or routes source documents after entry.
- Transcribes audio files into electronic word documents.
- Other duties as assigned.

Skills and Abilities:

- Must be able to coordinate schedules for all data entry/collection staff with multiple Program Associates/Evaluators and clients.
- Must type 40/wpm accurately.
- Knowledge and experience with word processing, spreadsheet, and database programs.
- Ability to clearly provide information, instructions, and procedures on computer-related concepts to users who have varying degrees of computer literacy.
- Experience and skill in evaluating software performance and applications.
- Experience in analyzing computer-related needs and in organizing, generating and maintaining records and files, arranging system documents, developing back up procedures, and maintaining software security.

- Must be able to use the following equipment: personal computer, including 10 Key data keyboard; optical scanner, Remark 5.0 (preferred), Word, Access and SPSS; telephone; switchboard; calculator; and copy machine.
- Working knowledge of modern office practices, procedures, technology and equipment.
- Ability to adhere to prescribed routines and to gain sufficient knowledge of agency operating procedures to make proper referrals.
- Ability to communicate and maintain working relationships with people of different social, cultural, and educational backgrounds.
- Ability to be courteous and helpful to the public both on the telephone and in person.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to work without direct supervision, work on multiple projects at once, and establish work priorities.
- English/ Spanish Bilingual (preferred).
- Ability to obtain a valid Arizona Driver License and able to be insured under PPP's vehicle standards
- Must be able to obtain a valid Arizona Fingerprint Clearance card.
- Salary - DOE

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The noise level in the work environment is usually moderate. The employee is occasionally required to independently drive a motor vehicle within the region and state. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.