

Job Title: SEED Statewide Program and Data Quality Manager
Department: Supporting Early Education and Development
Last Revised: 8/2018

Definition

The Statewide Quality Assurance Manager collaborates with Regional Program Directors to align and improve services statewide. This position assists the Department Director and Executive Director in the implementation of strategic and project planning to improve existing services as well as implement new projects. The Statewide Program and Data Quality Manager oversees the data collection of all SEED programming and works with internal and external partners to evaluate the effectiveness of services as well as use data to improve service delivery. This position requires an excellent understanding of non-profit program management, early childhood education, family services, and data management. This position reports to the SEED Department Director.

Supervision Exercised

None.

Duties

- Assist staff to achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and SEED Department Manual.
- Work closely with Department Director and Program Director to ensure service activities are aligned, programs are leveraged and grant requirements are met.
- Work with Information Technology (IT) Systems Director and IT staff to develop and implement policies for secure data management.
- Works with IT staff to determine user needs and assessment of software applications.
- Work with Family and Youth Interventions (FYI) department to improve data collection and reporting to ensure agency is addressing racial and ethnic disparities in accessing and utilizing services.
- Monitor and cleanse data across department data sources and work with directors to develop or improve specifications for data capture and input to ensure consistency, quality, and integrity of data.
- Assists in developing and maintaining website content on agency website and Nevadachildcare.org
- Provide assistance in training staff on data entry, business requirements, and importance of good data.
- Provide overall leadership in the areas of integration governance, quality control, and auditing of information.
- Troubleshoot data issues and/or programs and act as a liaison with Cabinet IT staff and state partners.
- Prepare and evaluate statistical and informational reports for department including quality assurance activity and annual planning
- Works with Program Directors, Grant Writer, and Fund Development to prepare data for grant proposals and reporting.
- Work with state partners to develop or improve business rules for early childhood data systems.
- Work with state partners to provide data for short and long-term evaluation of services.
- Foster high standard of customer service through relationship building with partners.
- Participates in presentations and outreach efforts and communicates unified early childhood messages.
- Participates on Early Childhood related committees and/or boards encouraging a unified message on early childhood issues and identified activities.
- May represent early childhood in local public hearings on state quality activities. Provide educational testimony or information as requested by State officials.
- Perform other duties as assigned

Minimum Qualifications Needed:

Knowledge of

- Non-profit programming and management
- Website and content management
- Database construction, management, and retrieval methods
- Methods for developing and presenting public information
- Mathematics and data analysis

Ability to

- Interact with staff and community partners in a team environment.
 - Analyze operational data requirements and to create and develop databases or tracking mechanism specific to requirements.
 - Create data capture and input specifications, test, implement modifications until standard achieved.
 - Decipher and organize large amounts of data.
 - Analyze a variety of information and write clear, concise narrative reports.
 - Work on multiple projects across multiple teams simultaneously in order to meet deadlines.
 - Verify data input and correct errors.
 - Implement and troubleshoot programming changes and modifications.
 - Communicate effectively, both orally and in writing.
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Special Requirements

- Five years of experience managing data in human service field with duties directly related to the responsibilities specified
- Bachelor's Degree in computer science or closely related field *or* combination of education and relevant experience related to the responsibilities specified
- Must have reliable transportation to get to and from work
- May be required to travel in state and out of state for training
- Must be able to lift and carrying up to 15 pounds

License or Certificate

- Able to pass complete background check.
- Must possess a valid Nevada's Driver's License and proof of insurance if utilizing a personal vehicle for company business

Benefits

- Eligible to receive Cabinet benefits for full-time staff.
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