

SUBJECT:	JOB/POSITION IDENTIFICATION
JOB/POSITION TITLE:	Information Technology and Data Management Director <i>Non-Exempt / Full-time</i>
SUPERVISOR'S TITLE:	Buffalo County Community Partner Chief Executive Officer
POSITIONS SUPERVISED:	None

Summary

The Director serves as a part of the organization's operations team and assists Buffalo County Community Partner collaboratives to ensure effective planning and efficient data tracking systems for multiple coalitions. Uses strong analytical and critical thinking skills to build robust data repositories to guide community conversations and support goals of the Accountability, Impact and Measurement Board Committee. Ensure technology brings efficiencies to the team, including data management and IT/network management.

Major Accountabilities

1. Performs work with a positive attitude that reflects sensitivity and commitment to serving the needs of a diverse organization. Performs all other duties as assigned.
2. Advance the mission of Buffalo County Community Partners, the backbone of the Buffalo County Well-Being Collaborative, by modeling collective impact practices and partnership building as a customer centered team member engaging volunteers in strengthening community well-being.
3. Hours of work include 8:00 a.m. to 5:00 p.m.
4. Oversee the collection and interpretation of data for a local set of strategies that will drive transformational change in the county.
5. Work with the CEO and the Accountability, Impact, and Measurement Committee to plan, maintain and implement data collection, evaluation processes and reporting.
6. Oversee the development and implementation of a shared measurement system that will track common outcomes and indicators across the collaborative and use results to inform learning and continuous improvement.
7. Develop information technology policies and procedures for organizational efficiencies and technology advancements. Secure and manage IT systems. Provide technical support to the staff to ensure optimal information technology use.
8. Work to understand and integrate community efforts to meet the goals of the organization.
9. Serve as a part of a customer service team to the volunteers and donors by answering phones/emails, responding in a timely manner, engaging volunteers and organizations, seeking and naming connections or relationships to community efforts and making referrals.

Qualifications

1. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of Buffalo County Community Partners, including federal, state, and local grant policies and HIPAA requirements.
2. Some college required, with experience in math and/or statistical analysis or information technology.
3. Skills preferred: listening, openness, communication, organization, initiative, accountability, leadership, connectedness, trauma informed, diversity and inclusion informed. Bi-lingual skills preferred.
4. Ability to prioritize work and meet deadlines as required.
5. Experience in data driven decisions, working in groups, community facilitation, Microsoft Office programs (Excel) and willingness to learn data tracking software.
6. Experience or willingness to learn grant writing, community organizing, program budgeting, behavioral health systems, organizational management, statistics, evaluation, and behavioral health programming.
7. Ability to travel locally, in-state and out-of-state. Vehicle and valid driver's license for work related travel.
8. This work necessarily involves sitting for extended periods of time, looking at a computer monitor and typing on a keyboard.
9. This work may also involve lifting and carrying boxes and other loads of up to approximately 25 pounds.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Buffalo County Community Partners does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Staff Signature _____ Date _____ Hourly Wage _____

CEO Signature _____ Date _____