



JOB SPECIFICATION

Code 11085
Grade GS 50

DEPARTMENTAL DATA MANAGEMENT SPECIALIST

General Purpose

Under general supervision, plan, analyze, coordinate and maintain the daily operation of assigned department's computerized information management systems.

Typical Duties:

Maintain and support daily operations of department's data management section, and computerized information systems. Involves: Daily operation and maintenance of data management systems. Maintain program functionality and assist personnel in the operation systems. Conduct or coordinate specialized reports or studies. Implement user training and data control policies and procedures.

Assist in systems analysis to plan current and future system needs. Involves: Analyze and plan long and intermediate range system growth or enhancement. Research and create scope of work and specifications for computer systems hardware and software needs. Gather information for supporting cost and benefit analysis regarding upgrade requests and/or new information systems. Assist in preparation of annual operating and revenue budget. Assist in preparation of budget projections for maintenance and procurement of computer related hardware and software. Review bid specifications related to any type of computerized equipment and software programs. Review and recommend changes in bids on issues like accuracy of compatibility with current system and possible problems that will affect operation of computerized information systems for all divisions within the department.

Provide training and development of department staff on systems, hardware, and software

Knowledge, Skills, and Abilities

- Application of good knowledge of computerized information management systems.
- Application of good knowledge of the analysis of computerized business operational needs.
- Application of good knowledge of customer service techniques.
- Calculation of long, short and interim budgetary projections for computer capital equipment.
- Creation and interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with long and short term budgets.
- Clear concise oral and written communication skills to prepare and present training and reports.
- Establish and maintain of effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.

Other Job Characteristics

- Repetitive motion in the operation of computer software applications.



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Minimum Qualifications

Education and Experience: A High School diploma or G.E.D. and four (4) years experience of automated data development or maintenance or training of users in automated systems.

Licenses and Certificates: None.