CLASS TITLE: DATA COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for performing technical tasks and coordinating activities involving the entry and generation of computer system data and information and other related assigned duties.

ESSENTIAL TASKS:
- Plans, coordinates, and performs data entry work
- Evaluates and/or directs the work of data entry and clerical personnel
- Oversees and monitors contractual work involving computer maintenance and/or data entry services
- Performs technical or lead tasks involving data system report generation
- Verifies accuracy of periodic closings against financial, work order, or inventory reports
- Develops operational procedures and trains employees and subordinates in the use of a department's computer system and supporting software
- Sets up organization files and performs user friendly software programming to meet information needs
- Provides written and verbal reports to department managers as required

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in computer science or business administration supplemented by micro-computer coursework, and two (2) years of experience in records management involving electronic data systems; or an equivalent combination of training and experience per Personnel Department Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the methods and techniques involved in managing a computer data system and related equipment; and good knowledge of records maintenance and organization of information within a data bank; and some knowledge of user-friendly programming techniques. Ability to write and establish system procedures and user manuals; ability to work effectively with department managers, employees, contracted service groups and vendors; ability to maintain a data information system and generate reports; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements**:**   Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; may require sitting for extended periods of time; subject to standing, bending, reaching, lifting, walking, and repetitive movements; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors; and requires use of telephone and other office equipment.

Class Code: 3546
EEO Code: N-03
Pay Code: OT-17

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective Date: October 1, 1995