

## Position Description

<b>Job Title:</b>	<b>Data Manager</b>	<b>Revision Date:</b>	
<b>Department:</b>	<b>Office of Community Empowerment &amp; Opportunity (CEO – 08)</b>	<b>Hiring Manager:</b>	<b>Denise M. Carter</b>
<b>Salary Range (optional)</b>	<b>\$45k to \$60k</b> (commensurate with experience)	<b>Application deadline:</b>	<b>Until position is filled</b>
<b>Position Type</b>	<b>Full-time   Exempt</b>		

### Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

### Agency Description

The Office of Community Empowerment and Opportunity (CEO) is the Community Action Agency for the city and county of Philadelphia. CEO seeks to align the city's efforts to lift individuals and communities out of poverty and increase opportunities for low income individuals and families using a "collective impact" model. The agency also acts as a convener, funder, and evaluator contracting with a wide variety of grantees to advance CSBG supported initiatives in benefit access, housing security, learning preparedness, financial security, and workforce development. To learn more about CEO poverty goals please refer to the Shared Prosperity website <http://sharedprosperityphila.org/plan/>.

### Position Summary

The Office of Community Empowerment and Opportunity (CEO) is seeking a Data Manager to be responsible for general oversight, reporting, training and user support to ensure the proper use CEO's data management system (DMS) by CEO staff and sub-grantees. The Data Manager will ensure timely and accurate collection of participant data. This role will provide technical and instructional support related to data management and reporting. The Data Manager will also help provide key technical expertise in the development and use of our DMS to measure and report on the progress of each of the funded initiatives and the goals of *Shared Prosperity Philadelphia*. This position reports to the Director of Planning and Evaluation and works very closely with the Director of Administration and the Director of Operations. There are no direct staff reports to this position.

### Essential Functions

The Data Manager will provide management and administration of the DMS; development and implementation of database structures, relationship queries, and reporting dashboards; monitoring of data quality; supporting users by providing training and technical assistance; collection of data to support collective impact initiatives; analysis of data for agency-wide reporting.



## Competencies, Knowledge, Skills and Abilities

Successful characteristics include project management, data visualization skills, demonstrated ability to quickly learn new software and web-based applications, proficiency in creating realistic action plans, ability to anticipate and meet deadlines, and apply technical expertise to solve problems, ability to train and support end-users, understanding of policy development and planning related to data management. Excellent oral and written communication, critical thinking, negotiation, and analytical skills are also essential. Statistical skills are preferred.

## Qualifications (Education and Experience)

A four (4) year college degree is required in database administration, computer science, information technology or related discipline preferred; 2-4 years of experience preferred; high proficiency with SQL Server, PostgreSQL, or other SQL-based platforms is desired; MS Office Pro (Word, Excel, PowerPoint, Access, Outlook); project coordination experience; facility with reporting and Business Intelligence (BI) or data analytic tools; data governance experience; experience with both statistical and qualitative methods is an asset; prior work in the not for profit or public sector is ideal.

## Additional Information

Salary range is \$45k – \$65k. Excellent benefits package. To apply, please send a cover letter, resume, and a two- page writing sample (as one PDF document) to <http://smrtr.io/kRRf3Q>. Resumes will be accepted until this position is successfully filled.

Successful candidate must be a city of Philadelphia resident within six months of hire.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr@phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>