



## Job Posting

Job Title: Technology Resource Data Manager  
Job Status: Exempt Full-time

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### **SUMMARY**

Responsible for activities pertaining to technology support, maintenance, database and outcome management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees of the 211 information and referral resource department
- Oversees the development of all policies and procedures related to data management and reporting
- Responsible for the management and development of databases and publications
- Analyzes and reports data
- Develops and implements database training
- Manages and maintains Automated Call Distribution software
- Serve as the liaison between staff and database, phone, system network and internet providers
- Other duties as assigned

### **Education and Experience:**

Bachelor degree in Computer Science, Information Science, Library Science, Data Management or related field. Preferably at least one year of experience in the social service field.

Successful completion, within 12 months of employment:

Alliance of Information & Referral Systems, Inc. certification program for Resource Specialist.

Certified Resource Specialist designation is acknowledgement of demonstrated competence in the development, implementation and utilization of a resource database in the field of information and referral.

### **Gryphon Place is an Equal Opportunity Employer**

#### **Apply by April 4, 2014**

Send resume to:

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