

RANGE N05

**JTC NO. EAS
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: North Texas SBDC (State Office) Database and
Research Manager

DATE PREPARED: Spring 2014

DATE REVISED: Spring 2014; Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for the administration and management of the SBDC (State Office) client database. Maintains and develops a variety of records and reports used to record and report data related to SBDC programs and functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for performing data processing functions related to SBDC programs.
- Manages the resolution of problems, enhancements and changes to the system through the SBDC regional network.
- Informs and trains staff on the proper usage and operation of the system as well as policy related matters.
- Performs research and analyzes data, prepares reports and makes recommendations for overall program related activities.
- Responsible for writing simple to complex instruction guides for data extraction and analysis, prepares related reports and summarizes data as needed.
- Processes and interprets data from a variety of sources including the SBDC management information systems and/or other specified data collection programs/software systems (e.g., SAS, Excel, Access, etc.) required to perform analyses and information processing.
- Responsible for the development, revision and implementation/application of policies and procedures to maintain and/or improve efficiencies in the overall department and North Texas SBDC Network Operation. Coordinates, conducts and analyzes survey data to support planning and evaluation of organizational improvement.
- Facilitates information and resource sharing within the department and among the regional field centers.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Supervisory: Responsible for training, coaching, development and evaluation of assigned staff.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

First level of supervision is the Associate Regional Director, SBDC; second level of supervision is the Regional Director North Texas SBDC.

PHYSICAL EFFORT REQUIRED:

Works with light, easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus five years of experience in research or related fields that require quantitative research and analysis **or** Associate's degree plus seven years of experience in research or related fields that require quantitative research and analysis. Experience knowledge of data processing, desk top software (word processing, spreadsheet, database and electronic office software). Ability to generate reports, create power point presentations access data, and communicate relevant information to staff and management as directed by the Director. Demonstrated verbal and written communication skills to support and enhance effective interaction between DCCCD and other organizations, business and community groups as well as faculty and staff from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***