



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Data Management Technician</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <u>X</u>
(Please check one)		
REPORTS TO: <u>PW Office Administrator</u>	FLSA: <u>Non-exempt</u>	DATE: <u>1/27/2016</u>
DEPARTMENT: <u>Public Works</u>	JOB CODE: 300	

SUMMARY:

Under general supervision, the Data Management Technician manages the capture of data related to the County's maintenance activities, equipment/vehicle operations, expenditures on materials and supplies to assure an accurate and current analysis of resource utilization.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Provides administrative support to the Public Works office by answering phones, assisting customers, organizing and maintaining files, and reviewing and reconciling budgets.

Uses technical skills and knowledge to design the capture, processing and output of data for prioritizing and implementing budgets and work plans. Provide regular reports to staff on activities and expenditures, with comparative data when appropriate.

Manages user roles and permissions; assist with hardware and software upgrades, installations and user support for CarteGraph software. Provide assistance in developing procedures and format design for data collection to capture the most relevant information, while minimizing the administrative burden on field operations staff.

Provides technical support to field and office staff as they input, access, and utilize data in various software systems including CarteGraph, Fleet, GIS, AS400 and RVI. Train users on software and/or hardware. Compose procedural guides to assist department staff in data entry and report generation.

Creates online product experience for public; ensures accountability to public by way of social media outlets and Public Works website; and improves design and content of Public Works website by administering updates related to current projects.

Analyzes and reviews cost accounting and activity reporting programs including CarteGraph, GIS, Fleet and AS 400, to provide data to increase operating efficiency.

KNOWLEDGE, SKILLS AND ABILITIES

1. Basic knowledge of office administrative procedures and use and operation of standard office equipment
2. Basic knowledge of statistics and geometric principles
3. Advanced knowledge of Public Works policies and procedures
4. Advanced written, oral, and cartographic communication skills
5. Advance knowledge and aptitude for using a variety of computer software applications including word processing, spreadsheets, database, presentation software, and GIS related systems.
6. Advanced analytical skills and high attention to detail
7. Advanced ability to understand, process and explain GIS data as it relates to County Road and Bridge applications

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

MINIMUM QUALIFICATIONS:

Two years of college or Associate’s degree to include coursework in one or more of the following areas: Geography, Business Administration, Computer Science, Computer Information Systems, Finance, Statistics, or related field; two years experience in related field.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)