



## **Position Announcement Data Services Specialist**

The Early Care & Learning Council (ECLC) serves as a coordinating hub for Child Care Resource & Referral (CCR&R) agencies statewide, providing them with training and technical assistance. CCR&R agencies serve as a community coordinating and planning body for child care services and offer a variety of supports to child care providers, parents, businesses and local governments.

### **JOB SUMMARY**

Responsible for providing support, training and technical assistance on a broad range of technological/data issues to the ECLC and the statewide network of Child Care Resource and Referral (CCR&R) programs. Responsibilities include building the capacity of New York State's CCR&R system to use NACCRRAware referral software, analyzing statewide data and generating reports.

### **RESPONSIBILITIES**

- Oversees ongoing development of the network's ability to collect and analyze CCR&R data
- Develops data protocols, procedures and materials to ensure statewide consistency in data collection
- Delivers trainings to CCR&R agencies on data management, collection, analysis and reporting
- Provides technical support to CCR&R agencies for the NACCRRAware data base system via various communication technologies.
- Coordinates and/or delivers on-site technical assistance for Child Care Resource and Referral programs.

### **JOB REQUIREMENTS/QUALIFICATIONS**

- Bachelor's degree in information systems management, computer science, statistics or early childhood services preferred and three to five years of experience in Information & Referral or program management/implementation OR Masters degree in a related field
- Experience/education in Data/Information Systems Management preferred
- A demonstrated ability and knowledge of Microsoft Office 2007, in particular the ability to manipulate data in Excel and Access.
- A demonstrated ability in and knowledge of database management, data collection systems, data analysis and reporting methods.
- Experience providing technical support with an emphasis on customer service. Excellent verbal and written communication skills.
- Ability to travel extensively within New York State
- Experience in and/or knowledge of the child care field a plus.

**SALARY RANGE:** mid 40's commensurate with experience; excellent benefits

Submit Inquiries and letters of interest to: Sage Ruckterstuhl  
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**Application deadline: September 3, 2010**



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