

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **DATA OPERATOR**

DIVISION: Early Childhood Development

PURPOSE: Provide technical support to the Head Start program's computer systems, both hardware and software functions and data entering programmatic information as required.

QUALIFICATIONS:

Education: High School Diploma or equivalent and minimum of Degree or Certificate Program with Data Processing/Computers.

Experience: Minimum of 2 years experience working with computers preferred.

Skills, Abilities, and Knowledge

Knowledge of:

- Computer hardware, software, and troubleshooting of both
- Office practices, procedures, and use of equipment

Skills:

- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Communications skills
- Stress and Time management skills

Ability to:

- Read and interpret documents such as safety rules, computer hardware and software operating and maintenance instructions, and procedure manuals.
- Demonstrate a pleasant telephone voice.
- Install and administer computer hardware and software

REPORTS TO: Child Health & Safety Manager

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Effort: Moderate physical effort (up to 30 pounds) in a predominantly sitting position.
Requires lifting computer hardware.

Small tool use required

Special Demands: Some travel and potential eyestrain

Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, family environmental information

Special Requirements: Current Act 33, Act 34 and FBI/DPW fingerprint clearance documentation at hire.
Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Prepare, sort and ensure accuracy of source documents for data entry
02. Contact originators of source documents to resolve questions, inconsistencies, or missing data
03. Transmit data in agency database and retrieve data, as needed
04. Install/Troubleshoot all technology issues (software, hardware and network)
05. Maintain familiarity with MicroSoft Office Suites

06. Train staff about potential uses of existing technology (email, login, password)
07. Provide individual training and support on request
08. Provide recommendations about accessing information and support
09. Maintain log and/or list of required repairs and maintenance
10. Research current and potential resources and services
11. Monitor security of all technology
12. Identify and prepare hardware for disposal when appropriate
13. Provide routine office support as needed
14. Perform other related work as required or requested

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: E

HOURLY WAGE: \$11.64

HOURS PER WEEK: 40
Possible non-traditional