

JOB DESCRIPTION

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Position: Data Operator

Division: Early Childhood Development

Employment Classification: Non-Exempt

Reports To: Enrollment Manager

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Data Operator will ensure the accurate, timely entry of data for Head Start/Early Head Start children into the program database. The ideal candidate will be a detail-oriented problem solver, with strong organizational skills and the ability to communicate effectively with a variety of individuals.

Qualifications & Requirements:

Education: Minimum of a certificate in Office Administration or related field.

Experience: 1 year in data entering sensitive information into a software system preferred.

Mental Concentration: Considerable concentration intermittently and for extended periods of time.

Interruptions: Occur frequently

Physical Demands: Medium physical effort. (Up to 30 pounds) in predominantly seated position. Requires lifting of computer hardware.

Special Demands/Requirements: Some travel. Reliable transportation to work and temporary sites as needed. Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health, and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

1. Prepare, sort, and ensure accuracy of source documents for data entry.
2. Enter programmatic information for Head Start/Early Head Start into the electronic database.
3. Review data for errors, missing pages or missing information, resolving discrepancies when necessary.
4. Support the entry of health data into the database system.
5. Utilize electronic database system to create custom filters, retrieve information and run reports.
6. Maintain an accurate filing system ensuring confidentiality of PII for participants and families.
7. Maintain supply logs and utilization to prepare reports for purchasing.
8. Provide routine administrative support, such as setting up virtual meetings, printing photos or other duties as needed.
9. Attend all professional development trainings, meetings, and events as necessary.
10. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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:

B
C
D

HOURLY WAGE:

\$15.45 – Certification
\$15.71 - Diploma
\$16.31 - Associates

HOURS PER WEEK:

40 – Possible non-traditional