



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: MIS Manager
SUPERVISED BY: State Program Manager
LOCATION: Winton
SALARY: \$52-\$60K/YR, DOE, Full Time, Benefits & 401k
DATE POSTED: March 8, 2023
APPLICATION DEADLINE: Open Until Filled

POSITION SUMMARY:

Perform support functions for the Planning Department. Will perform client eligibility reviews, monitor client intakes, assessments, development plans, satisfaction surveys and other client paperwork. May be assigned special projects at the discretion of the supervisor. Perform client information data entry and update client files. Responsible for accuracy and timeliness of client database information. Takes leads on reporting, data entry, follow up and addresses deficiencies with NFJP performance outcomes. Provide training on client data record preparation to line staff and provide supervision to MIS Admin team as necessary.

EXAMPLES OF DUTIES:

1. Serve as custodian of records; ensure data is accurate, submitted on time and updated as changes take place.
2. Work with Job Developers, Case Managers and other staff to ensure client data is properly recorded and tracked.
3. Prepare correspondence and required reports.
4. Work with County Directors, Job Developers and Senior Management on NFJP performance outcomes.
5. Perform selective monitoring intake/assessment records for accuracy and compliance with program requirements.
6. Receive and process Management Information System (MIS) reports.
7. Prepare graphic charts and analysis of performance data.
8. Perform on-site monitoring of specific programs under Administrative or program direction.
9. Perform or arrange for technical assistance and/or specialized training for intake/eligibility and clerical employees, monitor and supervise as necessary.
10. Extensive data entry and reports.
11. Other duties as assigned.

REQUIREMENTS:

1. Two year college degree preferred.
2. Two years of related work experience.
3. Ability to work with little or no supervision.
4. Proven record with teamwork and supporting program performance, in particular NFJP.
5. Typing/word processing, 40 wpm.
6. Computer literacy.

DESIRABLE/HELPFUL:

1. Knowledge of federal and state regulations on employment, training and social service programs.
2. Bilingual English/Spanish.
3. Past supervisory experience.

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See www.cvoc.org for application packet. It is helpful to include your email address on your resume.

EOE/At Will employer.