

Job Posting

JOB TITLE Administrative Data Specialist

**SALARY &
QUALIFICATIONS**

Salary Range	Required Qualifications
\$45,000-\$55,000	3-5 years of direct experience and associate's degree
<i>This position allows for substitution of education for experience, and vice versa, calculated at the discretion of management.</i>	

CLASSIFICATION Full Time, Exempt (Salaried)

LOCATION Tucumcari, NM

SUMMARY

The Administrative Data Specialist is responsible for the accurate and efficient tracking, analysis, and review of client data for older adults receiving services through Non-Metro Area Agency on Aging (Non-Metro AAA) providers. The position works closely with providers and agency staff to support reporting requirements, improve data quality, and promote the effective delivery of services that contribute to the health, safety, and well-being of older adults.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Prepares data reports and training materials	30%
Provides administrative support to ensure efficient operations	30%
Provides technical assistance to providers	20%
Coordinates and monitors data entry improvements and modifications	10%
Other duties as assigned	10%

EXAMPLES OF WORK PERFORMED

- Provides administrative support for the Non-Metro AAA Data Center
- Develops training materials and provides training and technical assistance to Consumer Coordinators
- Develops training materials and provides training and technical assistance to NMAAA providers
- Advises and provides feedback to the Data Center Manager and NMAAA Director regarding processes and procedures
- Ensures confidentiality across the board
- Answers phone calls as needed, routes phone calls and emails to appropriate internal and external parties
- Monitors data integrity and compliance
- Responsible for data accuracy and quality
- Monitors client data to identify service gaps and opportunities to enhance program performance and client outcomes.
- Keeps management informed by preparing, reviewing, and analyzing reports, information, and trends
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, participating in professional societies
- Contributes to team effort by accomplishing related results as needed
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

QUALIFICATIONS AND SKILLS REQUIRED

Specific to Position

- Strong leadership, time management, and communication skills
- Strong office and computer skills including Microsoft Office, particularly Excel, the Internet and use of databases
- Advanced data entry and database management skills
- Fluency with reporting requirements of the Older Americans Act as implemented through WellSky
- Fluency with WellSky assessments and processes
- Ability to ensure a high level of data accuracy and quality
- Ability to prepare/create computerized reports
- Ability to complete tasks accurately with limited supervision
- Excellent customer service skills and communication with Non-Metro AAA providers and clients
- Ability to coordinate input from various organizations/individuals
- NM Driver's License is encouraged but not required

General

- Ability to work independently, prioritize tasks, and meet deadlines
- Ability to assess and prioritize multiple tasks, projects and demands
- Ability to make good, sound judgment decisions
- Ability to communicate clearly and concisely, verbally and in writing
- Application of problem solving techniques
- Ability to work and perform in conflict/crisis environments
- Maintains effective working relationships with NCNMEDD staff, partner organizations, and customers
- Demonstrates behavior that maintains the organization's credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

None

TRAVEL

Occasional travel throughout New Mexico may occur for professional development purposes.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

- HIPPA training is required for this position.
- Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Non-Metro AAA Data Center Manager and interacts with NCNMEDD employees and contractors; NCNMEDD Board; local, state and federal agencies; state and local elected officials; the public; and non-profit, private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

- Salary will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off.
- Finalists for this position must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at www.ncnmedd.com.
- Email Davida Salas (dsalas@ncnmedd.com) with any questions.