ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

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POSITION DESCRIPTION

POSITION:	Director Institutional Data & Reporting
POSITION NUMBER:	0386.3
PAY GRADE:	E6
FLSA STATUS:	Exempt
DEPARTMENT:	Administration
REPORTS TO:	Provost

JOB PURPOSE:

The Director Institutional Data & Reporting oversees the collection of information for the university. Uses the information that has been compiled and analyzed to assist the university in implementing its strategic business plan and ensures that all employees know how to access and use the collected data as it is intended. Produces reports for the university.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

JOB DUTIES & RESPONSIBILITIES:

- Provides oversights of the budget and daily operations of the Data and Reporting Office.
- Oversees the supervision of staff, including work allocation, scheduling, training, and problem resolution.
- Hosts regular staff meetings to ensure communication among personnel regarding departmental activities.
- Increases staff effectiveness by recruiting, hiring, selecting, orienting, training, coaching, counseling, evaluation and disciplining, and terminating personnel appropriately; communicates values, strategies, and objectives.
- Obtains, develops and maintains necessary personnel, training, and equipment to achieve financial, operational, and compliance expectations.
- Determines data that needs to be collected and resources to be used.
- Determines policies on how data will be used.
- Organizes, implements and enforces correct data collection policies and procedures.
- Trains employees on proper data collection methods, tools and equipment.
- Establishes data collection quality standards and ensures they are met.
- Manages contracts with all software vendors associated with data collection and management.
- Ensures that software functions properly at all times and data management system is operating correctly.

- Troubleshoots for solutions in all data-related problem areas.
- Makes sure all software updates are installed and implemented and staff is trained on proper application.
- Documents procedures for data management processes.
- Develops methodologies for data collection and evaluation relevant to each project.
- Performs analysis to determine adequacy of data collection and evaluation processes.
- Ensures data management system is compliant with all relevant laws and regulations.
- Evaluates data management system to improve operational procedures.
- Prepares regular reports to be distributed throughout various departments in the company.
- Develops special reports upon request.
- Performs presentations at meetings and conferences.
- Participates in regional, state and national meetings related to data management.
- The occupant of this position also performs other duties within the range of his or her qualifications, as assigned by the immediate supervisor or any higher-level authority to which the supervisor reports.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Business Administration, Data Management or related field.
- Five years data management experience.
- Three years in a management capacity.
- Higher Education experience preferred.
- Valid state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies.

PREFERRED QUALIFICATIONS/REQUIREMENTS:

- Master's Degree.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, pertaining to data management.
- Knowledge of principles and procedures related to data management operations.
- Knowledge of reporting.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, specifically Word, Excel, Access and PowerPoint.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively, both verbally and in writing.

- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to design and implement systems necessary to collect, maintain, and analyze data.
- Ability to implement and troubleshoot programming changes and modifications.
- Ability to manage projects according to established goals and objectives.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee may be required to sit for prolonged periods, walk and stand.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have normal auditory, visual acuity, and verbal communications skills.
- The employee must occasionally lift and/or move up to 15 pounds.

WORK ENVIRONMENT

- Office setting.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.