



## Community Service Council (CSC) Job Description

**Job Title:** Director, Data and Research

**Reports To:** CEO

**Exempt Status:** Exempt

**Purpose of Position:** Responsible for directing, researching, interpreting, analyzing and disseminating community level data, with a focus on demographics, socioeconomic and health trends to support strategic community convening and planning efforts.

### Essential Job Functions

1. Direct the research and analysis of demographic, socioeconomic, epidemiologic, and community development data to identify community trends and needs.
2. Direct the development of and present detailed reports and presentations to inform planners and decision-makers about demographic, social, economic and health conditions and trends and needs in our communities (i.e. Equality Indicators and Community Profile Reports).
3. Lead or participate in committees and workgroups that support CSC activities.
4. Direct the development and dissemination of data products and services to community data users in response to direct data requests, through scheduled data releases and via the data center on the CSC website.
5. Manage day-to-day operation of Healthy Start database by care coordinators and navigators; ensure integrity of data entered into database; develop and maintain system of alerting care coordinators about data problems to be corrected; solve data entry and other technical problems or connect care coordinators to appropriate technical support; analyze data for tracking program performance on regular basis; work closely with program evaluator to produce annual reports for The Health Resources and Services Administration (HRSA) and to provide data for quality improvement and other projects.
6. Provide and/or arrange for community training on data-related topics.
7. Actively participate in the U.S. Census Bureau's Census Information Center program.
8. Collaborate closely with CSC Communications Department to disseminate and communicate data and research in strategic ways to maximize community education and understanding. Work with CSC executive team and CSC program directors to identify, track and report on community indicators and key performance indicators to show program impact.
9. Serve as media spokesperson regarding data findings relevant to health and social services in the Tulsa metropolitan area.
10. Research and properly evaluate sources of information to determine possible limitations in reliability or usability.
11. Compare and analyze provided statistical information to identify patterns, relationships and problems.
12. Define and utilize statistical methods to solve community-specific problems.
13. Refer to previous instances and findings to determine the ideal method for gathering data.



## Required Qualifications

- Bachelor's degree in statistics, mathematics, computer science or related field is required; Master's preferred
- Strong math and analytical skills are essential to complete job requirements successfully
- Ability to complete milestones and work toward multiple deadlines simultaneously
- Excellent multitasking and task management strategies
- Confident in decision making and the ability to explain processes or choices as needed
- Experience working with private and sensitive information
- Able to compile and organize statistical information retrieved and present findings to management
- Level 2 HIPAA Certification
- Three - five years' experience in the field of demography, geography, epidemiology, or related field.

## Knowledge/Skill/Ability

- Skill in effective verbal communication (individual, small groups and public speaking).
- Skill in effective, concise and lucid written communications.
- Skill in statistics and application of SPSS and Microsoft Excel.
- Skills in mapping using one or more mapping programs.
- Skills in preparing graphics presentations using PowerPoint.
- Prepare detailed reports for management and other entities by analyzing and interpreting data
- Skills in research, access, management and analysis of data.

## Physical Requirements

C=Constantly

F=Frequently

O=Occasionally

Standing O\_\_\_\_\_

Walking O\_\_\_\_\_

Sitting C\_\_\_\_\_

Lifting O\_\_\_\_\_

Carrying O\_\_\_\_\_

Pushing O\_\_\_\_\_

Pulling O\_\_\_\_\_

Climbing O\_\_\_\_\_

Balancing O\_\_\_\_\_

Stooping O\_\_\_\_\_

Kneeling O\_\_\_\_\_

Crouching O\_\_\_\_\_

Crawling O\_\_\_\_\_

Reaching O\_\_\_\_\_

Handling F\_\_\_\_\_

Talking F\_\_\_\_\_

Hearing F\_\_\_\_\_

Near Vision C\_\_\_\_\_

Far Vision O\_\_\_\_\_

Depth Perception C\_

Color Vision F\_\_\_\_\_



## **Working Relationships**

- Healthy Start database and reports are coordinated directly with the Program Director and Evaluator of CSC Healthy Start.
- Effective business and interpersonal relationships with key representatives from City, County, and Community organizations
- Close working relationship with Census Bureau Partnership Specialists and other staff.

## **Special Job Dimensions**

**Note:** This document generally describes the essential functions of the job and the physical demands required to perform the job. This compilation of essential functions and physical demands is not all inclusive, nor does it prohibit the assignment of additional duties.