

## JOB DESCRIPTION

Job Number - 024

**Title:** Management Information System Coordinator  
National Dislocated Worker Grant

**COMPENSATION:** 16.00 to 18.00 per hour, Commensurate with Experience

**SUPERVISOR:** Executive Director

**JOB SITE LOCATION:** Eureka, CA

**REQUIREMENTS:** Should have an Associated Arts (AA) Degree in Business Administration, Information technology, or related field, (or equivalent experience). At least one year of experience in Management Information Systems or database related tracking of case management services, prior experience in Employment & Training or similar client service programs is desired. Must possess the ability to learn and utilize specialized computerized systems for tracking and reporting of client data as well as the development of necessary forms and documents. Must possess excellent skills in general office procedures; Applicant must understand computer based data collection and Microsoft Office (especially Microsoft Excel). Ability to interpret/analyze program and budget information and type accurately. Must have the ability to establish and maintain effective working relationships with fellow staff members. This position is also expected to cross train in, and backup, Management Information System (MIS) functions for other Federal and State programs operated by the agency.

**RESPONSIBILITIES:** The NDWG MIS Coordinator is responsible for the NDWG MIS functions based on the State of California CalJobs reporting system; reviewing coordinating and filing the flow of participant information; and the submission of monthly, quarterly and annual programmatic reports. The NDWG MIS Coordinator shall also provide technical and informational assistance to the Northern California Indian Development Council (NCIDC) administration, NCIDC Field offices and other NCIDC staff as required.

As part of the NCIDC administrative team, other responsibilities include cross training in and backup of data collection, input, and retrieval functions in computer and filing systems designed for WIOA, CSBG, and other federal and state reporting and client tracking systems, and monitoring of program activities; maintaining program budget information; and reviewing, disseminating and filing related information as it is received. The Program Coordinator assists in closeout activities; provides recommendations on contract amendments; closes out inactive contracts; and operates a system that allows program activities and reports to be coordinated and consistent through all program operations. Additional job related duties may be assigned as required. This is an "at will" position.

*Native American Hiring Preference Applies as per EEOC 915.027*