

Oklahoma Department of Corrections
Unclassified Job Descriptor

DATA MANAGEMENT COORDINATOR

Basic Purpose:

Positions in this job plan, organize, and direct the collection and dissemination of department operational information to internal and external customers.

Typical Functions:

- Develops the methodology for the collection, maintenance, standardization, and reporting of the information and data stored in departmental computer databases; establishes a data clearinghouse; reviews output, project reports, documentation, responses to requests and other information for accuracy, quality of reporting, and to ensure requirements are met.
- Serves as a liaison to internal and external stakeholders to analyze information requests and requirements, determine information availability and production capabilities, and provide department data and information in response to their requests.
- Compiles collected data and information and produces reports for publication/distribution.
- Plans, organizes, and directs the activities of staff responsible for the design and maintenance of data collection/reporting systems.

Knowledge, Skills, and Abilities:

Knowledge of departmental policies and procedures; of department databases; of methods of data collection and reporting; and of the principles of the graphical presentation of data. Knowledge of, and skill in, the use and application of appropriate information technology. Ability to communicate effectively, both orally and in writing; to establish and maintain effective working relationships; to organize and present complex material in a clear and concise manner; and to coordinate resources to complete projects.

Education and Experience:

Statutorily Required: N/A

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Minimum Qualifications: Bachelor's degree in social science, business or public administration and two (2) years experience in complex data collection and reporting systems including experience in integrating information from multiple databases.