STATE OF MONTANA
JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Working Title: Data Manager

Position Number: 00005

Department: Commissioner of Political Practices

Location: Helena

Job Overview:

The data manager is responsible for maintaining, supporting, and enhancing databases for compliance monitoring and reporting functions. The data manager provides technical support to agency staff, coordinates the development and implementation of office procedures and forms, and reviews, enters, and reconciles reports received from candidates, principals, and lobbyists to enforce registration and reporting requirements.

Essential Functions (Major Duties or Responsibilities):

- **Data Management (40%)** - Support compliance monitoring and reporting functions of the Office of the Commissioner of Political Practices. Manage data and maintain database systems, maintain and/or modify existing information within agency systems, translate data for import and export, develop specialized queries and reports. Maintain user security, virus protection, and data backup systems. Train staff on various database operations. Coordinate with ITSD to meet the technology needs of the agency.

- **Information Systems Support (25%)** - Provide technical support to agency staff. Troubleshoot and resolve routine operational problems and coordinate with ITSD to solve technical problems. Develop and maintain spreadsheets, macros and other automated formats to provide data. Provide technical training to agency staff. Define data requirements for agency systems, including appropriate formulas and formats for reports. Run, test, and revise reports and requirements. Maintain IT user manuals and documentation. Manage the agency's website. Make recommendations regarding future IT needs of the agency.

- **Procedures and Forms (15%)** - Coordinate the development and implementation of office procedures and electronic forms to facilitate the monitoring and enforcement of campaign

practices, campaign finance disclosure, lobbying disclosure, business interest disclosure, and ethical standards of conduct.

- **Candidate/Principal/Lobbyist Reporting (15%)** - Review, enter, and reconcile required reports received from candidates, principals, and lobbyists to enforce registration and reporting requirements. Review reports to ensure accuracy and completeness, research databases and print files to ensure reported information reconciles with other office data. Correspond with candidates, principals, and lobbyists to resolve issues of noncompliance.

Physical and Environmental Demands:

Data managers normally work in well-lighted, comfortable offices. Injuries in this occupation are uncommon, but like other workers who type on a keyboard for long periods, data mangers are susceptible to eyestrain, back discomfort, and hand and wrist problems such as carpal tunnel syndrome. Data managers are required to occasionally lift, move, and connect computer equipment, which requires the ability to lift up to 25 pounds and be able to bend to access computer connections. The data manager works a 40-hour workweek. Overtime and weekend work is occasionally required, especially during an election.

Knowledge, Skills and Abilities:

The data manager must have knowledge of the principles and practices of computer science, basic database management, computer operating systems, and database software such as Oracle. This work requires knowledge of computer equipment and installed software. The incumbent must have good technical writing and documentation skills. This position requires knowledge of the policies and procedures governing the Commissioner of Political Practices, administrative rule procedures, and statutory reporting requirements.

Minimum Qualifications (Education and Experience):

The above knowledge, skills, and abilities are typically acquired through a computer-related associate's degree, plus two years of job-related work experience. Alternative combinations of education and experience may be considered.

Special Requirements:

List any other special required information for this position

☐	Fingerprint check		Union Code
☐	Background check	☐	Other; Describe
☐	Valid driver's license		Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Mary Baker Prog Sup. 1/8/13

Immediate Supervisor **Title** **Date**

Administrative Review **Title** **Date**

My signature below indicates that I have read this job description.

Kymberly Knight Data Manager 1-4-13

Employee **Title** **Date**

Human Resources Review

Job Code Title: **Job Code Number:** **Pay Band:**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt ☐ FLSA Non-Exempt

☐ Telework Available ☐ Telework Not Available

☐ Classification Complete ☐ Organizational Chart attached

Union Code

Human Resources:

Signature **Title** **Date**