

## **JOB DESCRIPTION**

### **Assistant Director (Data Analysis)**

- i. Interpreting data, analyzing results using statistical techniques
- ii. Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality
- iii. Acquiring data from primary or secondary data sources and maintaining databases
- iv. Interpret data, analyze results using statistical techniques and provide ongoing reports
- v. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- vi. Acquire data from primary or secondary data sources and maintain databases/data systems
- vii. Identify, analyze, and interpret trends or patterns in complex data sets
- viii. Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems
- ix. Work with management to prioritize business and information needs
- x. Locate and define new process improvement opportunities