

## **The Children's Board Program Evaluator**

### **MAJOR FUNCTION**

Provide evaluation and research support to coordinate on a diverse array of team-based projects related to the effectiveness of strategic investments in nonprofits serving children and families in Hillsborough County, Florida.

### **MAJOR DUTIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Work within a team setting to evaluate diverse contracts and coordinate the Provider demographic and outcomes data in support of research and evaluation activities for CBHC organizational reporting.
- Partnering closely with Providers, managing data collection, supporting continuous quality improvement, and conducting in depth analysis to inform decision-making and improve accountability.
- Identifies, tracks, monitors, and communicates contract-related tasks due to evaluation issues, scope changes, or variances that may arise.
- Review and/or develop reports, dashboards, presentations, and other visual representations of data that includes writing, editing, and formatting.
- Effectively communicating research results to non-technical audiences to include Board, executive, or community summaries.
- Manages quantitative and qualitative data collection including literature reviews, participant file reviews, focus groups, or field observations.
- Identifies and accesses existing sources of community data.
- Responsible for data cleaning procedures, maintaining data security, merging files and de-identifying data.
- Analyzes, interprets, and synthesizes quantitative and qualitative contracted program results.
- Meets with funded agency personnel to ensure data collection and evaluation practices are in accordance with contract guidelines and CBHC evaluation procedures (i.e., Data Integrity Checks and Annual Contract Evaluations).
- Responsible for utilizing CBHC database system to write performance measure formulas for funded Providers, monitor data entries and performance, and extract data exports.

- Provides training and/or technical assistance support to program department staff and funded Providers.
- Performs other related duties as required.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Competency in program evaluation and applied research methodology.
- Considerable knowledge of accepted best practices of research and evaluation designs.
- Desired proficiency in Tableau, R or SPSS, SQL and/or Excel.
- Skill in utilizing GIS for mapping is a plus.
- Ability to collect, organize and evaluate data and to develop logical conclusions.
- Experience working with database systems and data organization/validation.
- Working knowledge of survey monkey or other survey software.
- Knowledge of best practices with handling confidential information.
- Excellent critical thinking, judgement, and problem-solving skills.
- Detail oriented with effective time management skills.
- Effective oral and written communication skills.
- Ability to work effectively with others and represent the Children's Board in a professional, knowledgeable manner.

### **MINIMUM QUALIFICATIONS**

A Master's Degree from an accredited college or university; and  
Two years of experience involving duties concerning research, monitoring, planning, and/or evaluating community service programs.

### **APPOINTING AUTHORITY MAY REQUIRE**

Possession of a valid Driver License.