**Reports To:** HMIS Program Manager

**Purpose:** [CHC] seeks an HMIS Database Administratorto maintain and administer the implementation of an internet-based Homeless Management Information System (HMIS) at numerous homeless service provider sites within the state of [state].

**Primary Responsibilities:**

1. Develops, implements, and expands on a coordinated homeless service delivery system within [state]; administers and maintains the internet-based HMIS system currently implemented at all [CHC] provider agencies.
2. Provides technical assistance, including Help Desk telephone and email rapid response system for participating agencies with the goals of increasing HMIS usage, improving data quality, and generating reports (i.e. APR’s, QPR’s, etc.).
3. Coordinates data collection across multiple agencies for the Annual Homelessness Assessment Report (AHRA).
4. Participates in special events and projects that utilize HMIS.
5. Participates in grant-writing activities.

**Qualifications Summary:**

1. Bachelor’s degree in Computer Information Systems or equivalent. Master’s degree preferred.
2. Specialized knowledge utilizing Microsoft Access, Excel, Power Point, Word, and working knowledge of relational databases required.
3. High level of organizational skills, technical skills, training aptitude, and oral and written communication skills required.
4. Project planning, technical training and customer service experience.