



**Operations Officer IV**

**(HMIS Data and Systems Manager)**

This position is responsible for oversight of data and systems administration of the Data and Systems Unit within the Homeless Services Program division of the Mayor's Office of Human Services (MOHS). This position reports to the Director, MOHS-Homeless Services Program.

**Responsibilities of the position include but are not limited to:**

- Provide leadership and supports planning of a system-wide coordinated response to homelessness in Baltimore City using the Homeless Management Information System (HMIS). This includes but is not limited to: identifying, connecting and implementing the primary stages of the response system using the HMIS; ensuring the coordinated access system is fully integrated and functioning in the HMIS.
- Supervise data analysis and data reporting staff to support HMIS operations with the primary goal of informing and improving homeless services outcomes in Baltimore City.
- Responsible for oversight of the HMIS work plan, outreach coordination and coordinated access.
- Oversee complex analytical, management and planning functions, assessing HMIS alternatives, leading system and program evaluation activities, presenting data in relation to Baltimore's plan to make homelessness rare and brief.
- Oversight of the budget, financial and grants management for the Data and Systems Unit within the Homeless Services Program division.
- Write and administer the HMIS project grant, ensuring appropriate budget spending and program compliance with federal regulations and fulfilling grant reporting requirements.
- Oversee and manage the collection, analysis and presentation of data and statistics produced from the HMIS for reporting to federal, state, local and private concerns; and ensuring data quality by implementing strategies for improvement.
- Lead and facilitate the HMIS Governance Committee to meet federal requirements and support the needs of the Baltimore City Continuum of Care (CoC).
- Perform other related duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of administrative practices and methods, including but not limited to knowledge of HMIS, homelessness programs and related issues.
- Knowledge of methods and procedures for the collection or organization, interpretation and presentation of information.
- Knowledge of management practices and methods.
- Knowledge of the basic principles of accounting, budgeting, fiscal controls and statistics.
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects.
- Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives.
- Ability to interpret and apply a variety of laws, rules, regulations, standards and procedures.
- Ability to prepare and present reports or recommendations clearly and concisely.
- Ability to compile financial and operational data; to analyze charts and reports and statistical and budgetary statements.
- Ability to plan, organize and direct the work of others.
- Ability to research and write complex narrative and statistical reports, with experience in grant writing and management.
- Ability to coordinate the activities of various organizational units.
- Excellent verbal and written communication skills.
- Must be a self-starter, with sound judgment and a high level of professionalism; team player with ability to prioritize multiple tasks. Work must be timely and precise.

**Education:**

- A Bachelor's degree in Business Administration, Public Administration, Management or related field from an accredited college or university and eight (8) years of experience in professional –level administrative, operations, or technical work. Previous work experience in these and in related homeless, social or health services field may be required.

**Equivalencies:** An equivalent combination of education and experience.

**This is a full-time non-civil service position with a salary range of \$69,600 - \$111,300 and a comprehensive benefits package. Those considered for employment must authorize release of a criminal background check from the Maryland State Police.**

**To Apply:** Please forward resumes by e-mail to the attention of:

Ms. Susan Olubi, Director of Administrative Services,  
Mayor's Office of Human Services,  
7 E. Redwood Street, 5<sup>th</sup> Floor, Baltimore, MD 21202;  
[Susan.Olubi@baltimorecity.gov](mailto:Susan.Olubi@baltimorecity.gov)

No facsimiles accepted. **Applications will be accepted on a continuous basis until filled.**

**Baltimore City is an Equal Opportunity Employer**