

Research Manager

Job Code: 7078

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Serves as the project lead for assigned research and evaluation projects.

- Designs program evaluation research studies, to include, reviewing scientific literature, identifying study objectives and goals for process, product and outcomes (e.g. logic models), developing research instruments/protocols, and identifying appropriate statistical analyses.
- Analyzes quantitative and qualitative data.
- Performs high-level statistical analyses.
- Authors written reports and publications based on data collected and present findings to various audiences.
- Supervises and trains teams of project staff.
- Develops grant/proposals and contracts and works with clients to obtain other sources of funding for projects.
- Develops project implementation plans (identifies materials and human resources needed for timely completion of project).
- Works with administrative staff and department director to develop project budget and contracts for projects.
- Monitors expenditures.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months of related experience.

Experience:

Required: 36 months of experience in project management, evaluation design, and research.

Certifications or Licenses:

• None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong communication (oral and written)
- Detail oriented for accuracy of data and information
- Able to work well with interdepartmental teams and initiatives
- Able to effectively evaluate projects/programs and produce comprehensive reports
- Able to design and manage project evaluation studies (e.g. budget, project plan, etc.)
- Project management/supervisory skills
- Statistical data analyses skills

Working Conditions

Physical:

Must be able to engage in repetitive motions. Manual dexterity. Ability to sit for short or extended periods of time.

Environment:

Standard office work environment.

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