

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
**The Position of Homeless Management
Information Specialist**
Department of Citizen Services

An Equal Opportunity Employer

Homeless Management Information Specialist – Department of Citizen Services

\$21.86 hourly, 40 hours per week. Hours are typically Monday through Friday from 8:00 am – 5:00 pm
Apply by 5:00 pm on **Friday, April 10, 2020.**

The Department of Citizen Service is seeking an ambitious individual to join our team for Homeless Management Information Systems (HMIS).

As the Homeless Management Information Specialist for Carroll County you will manage our homeless management information system (HMIS). System management includes providing training, technical assistance and communication of all changes for use and application of the HMIS system. You will coordinate with federal, state and local agencies and software vendors for improved data collection operations. You will create custom assessments and reports to track client progress, outcomes, program effectiveness, and the potential needs to end homelessness within our community.

This position assists in conducting monitoring of all grantees and enforces HMIS policies, data quality requirements and timely data entry. In addition, you will assist in grant writing activities for homeless grants and assist in the monitoring of those grants.

An ideal candidate will enjoy working with partnering agencies throughout the county, adapt easily, is able to work independently, takes initiative and is eager to learn. Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree Information technology, computer science or other related field*
2. Database management experience generating reports is preferred
3. Two years' experience in system analysis or design

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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