JOB DESCRIPTION

TITLE: Project Manager/Database Analyst/DBA
DEPARTMENT: Information Technology
FLSA CATEGORY: Exempt
LAST UPDATE: March 2005

GENERAL FUNCTION

Responsible for managing and leading the association through the analysis, design, and implementation of a new association management system. This position will also train staff on its use, ensure the integrity of the data, make general performance improvements where possible, write and generate reports, provide on-going maintenance, prepare general and specific technical documentation, and provide helpdesk support.

SPECIFIC RESPONSIBILITIES

1.   Direct the activities of on-site and off-site consultants during the initial "Needs Analysis" and subsequent system design and implementation of a new AMS.
2.   Manage and lead a team of non-technical staff to successful implementation of a new AMS system serving as project contact for the development team.
3.   Test and validate completed task level work related to projects prior to client sign-off.
4.   Assist in collaboration with other internal departments and Board members to plan and deliver modifications and development of new functionality in new AMS.
5.   Ensures the AMS is operational on a daily basis and maintain the integrity of data and update as needed.
6.   Performs all aspects of database administration including testing of all modifications, security administration, capacity planning, performance tuning, research and evaluation of new tools and techniques, and development of policies, standards and procedures related to the database environment.
7.   Develop training materials and conduct training classes for staff to ensure technology is being used to its full potential.
8.   Coordinate seminars to introduce staff to upgrades in the AMS or modifications to promote awareness of them.
9.   Assist in preparation of departmental monthly reports.
10.   Act as liaison between IT, the rest of staff, and the AMS vendor and any consultants.
11.   Document technical requirements, develop and oversee project plans and implement change control procedures.
12.   Ensure effective delivery of solutions to changes and problems in a timely manner and assist in the design and layout or re-design of screens or modules.
13.   Collaborate with consultants, AMS vendor, and staff to provide technical direction on systems analysis, design, development, testing and deployment of solutions.
14.   Analyze problems with regards to function or flow and provide feed-back to AMS vendor for resolution.
15.   Maintain and update any log books and user manuals.
16.   Periodically attend seminars on current AMS technology.
17.   Review technical documents, periodicals and correspondence to keep current with existing software and any new emerging techniques.
18.   Provide technical support to staff on database issues on an on-going basis.
19.   Performs other related duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE

A.   REQUIRED: 1. Minimum Associates Degree in computer sciences related field or an equivalent combination of education, certifications and experience.
2. Minimum two years experience in the use of Visual Basic, SQL Server, MS Access, Crystal Reports.
3. Minimum 3 years in a Project Manager role implementing new processes and systems.
4. Knowledge of software applications being utilized by the Association (i.e.; MS Office, etc.).
5. Ability to troubleshoot sophisticated database issues.

B.   DESIRED: 1. Bachelors Degree in Computers or Database Design.
2. Professional experience working for a trade or professional association is highly desired.

WORKER ATTRIBUTES

1, Strong verbal, written, organizational and interpersonal communication skills to work with all levels of employees and external vendors.
2. Ability to independently manage production requirements and operational goals.
3. Ability to multi-task, juggling multiply projects at one time.
4. Need to have excellent time management abilities.
5. Attention to details is essential.
6. Ability to meet or exceed stated deadlines.
7. Ability to work as a team member, conscientious, motivated and people- oriented.
8. Excellent logical thinking, analytical and problem solving skills.
9. Ability to translate business processes/requirements into technical specifications, applying system analysis techniques and procedures.
10. Hands-on position requiring tact, attention to detail and strong interpersonal skills.

JOB IMPACT

Errors committed in the course of performing the duties of this position could cause the development of databases with poor designs, inefficient operations, and slow performance causing disruption to end-users, members, and possible corruption to sophisticated database systems and damage to [Association]'s reputation.

WORK ENVIRONMENT

Work involves using standard office computer equipment (i.e.; monitors, keyboards, mice, etc.) at least 80% of the time.

JOB RELATIONSHIPS

SUPERVISED BY: Information Technology Officer
EMPLOYEES SUPERVISED: None
PROMOTION TO: Information Technology Officer
PROMOTION FROM: None

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under her/his supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.