

JOB DESCRIPTION

TITLE: Database Analyst
DEPARTMENT: Information Services
GRADE:
AA/EEO CODE:
FLSA CATEGORY: Exempt
LAST UPDATE: December 2001

GENERAL FUNCTION

Responsible for analyzing, designing, implementing and modifying computer systems and sub-systems. Trains and consults with staff and outside support personnel on computer systems.

SPECIFIC RESPONSIBILITIES

1. Coordinate and manage changes to [Association]'s enterprise association management software system.
2. Develop database queries and reports in conjunction with other staff to ensure the integrity of the association database.
3. Generate database queries and reports for those requests not available from the menu-driven capabilities of [Association]'s association software system.
4. Analyze, test, and implement database design changes as defined by the staff to meet business or operational objectives.
5. Analyzes user request in order to estimate their costs.
6. Conducts interviews with staff in order to aid in problem definition, feasibility studies and analysis of manual of automated systems.
7. Assesses problems and design new or modifies existing systems.
8. Prepares detailed specifications for programs and develops test data and routines to detect program and systems errors.
9. Perform daily/weekly/monthly maintenance of [Association]'s enterprise association management database including updates to the zip+4.
10. Prepare and maintain user manuals and instructions for technical staff on how to use the association management system.
11. Evaluates and recommends the use or purchase of new tools and software.
12. Trains staff in the use of computer application software.
13. Reviews database designs for compliance with standard design practices.
14. Determines and makes corrections to errors found in databases, related software packages, and application software.
15. Coordinates testing of database and associated software releases with staff.
16. Maintains record and relationship volume statistics and calculates optimum database sizes in order to enhance database performance and reliability.
17. Reviews technical documents, periodicals and correspondence to keep current with software, hardware and new techniques.
18. Provide support and coordination for programming for optical scanner.
19. Provides back up support for telephones and building security.
20. 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 of two years of database analysis, design and programming.
 3. Knowledge of database applications being utilized by the Association.
- B. **DESIRED:**
1. Bachelors Degree in computer sciences.
 2. Extensive database application development.

WORKER ATTRIBUTES

- 1, Strong verbal, written and organizational skills being able to work with all levels of employees and external vendors.
2. Ability to independently manage production requirements and operational goals.
3. Ability to exercise high level of discretion and independent judgment.
4. Ability to multi-task and troubleshoot technical problems.

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 and possible corruption to sophisticated network and database systems.

WORK ENVIRONMENT

Work involves occasional lifting and moving of computer equipment, exposure to electrical currents and related hazards. Usage of VDT's and keyboard equipment 80% of the time.

JOB RELATIONSHIPS

SUPERVISED BY:	Director of Information Services
EMPLOYEES SUPERVISED:	None
PROMOTION TO:	Director of Information Services
PROMOTION FROM:	N/A

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.