

Title of Position: **Database Specialist**

Supervisor: **Director, IT**

Position Concept:

Provides membership information to NATA members, volunteers, office staff and other interested parties. Maintains & develops database support for NATA office & membership as needed. Works closely and cross-trains with System Coordinator. Assists IT department personnel when required. Maintains departmental procedure runbook.

Position Duties:

1. Provides comprehensive database support by providing:
 - data integrity checks,
 - internal field coding as needed
2. Writes database queries as needed. Included are:
 - regularly scheduled membership lists,
 - member cards,
 - statistical summaries as needed,
 - special requests
3. Develops and supports custom application software as management feels is appropriate. Examples include:
 - District Database,
 - ListiMISUser tool,
 - Reset Email tool,
 - Daily Database Check tool
4. Troubleshoots problems with data and works to provide valid data for projects as the needs arise.
5. Maintains a runbook of all procedures listed herein.
6. Cross-trains with System Coordinator as needed.
7. In the absence of System Coordinator, covers the areas of responsibility listed in the System Coordinator job description:
8. Liaison to the District Secretaries/District Treasurers Committee.
9. State Support
10. Other duties as assigned.

September 8, 2007