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,
   - ListMISUser 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