



Data Base Administrator

Reports to:

- RTOC Executive Director

Purpose:

- The purpose of this position is to access RTOC data base applications, manage the data structure and provide reports as requested.

Availability:

- January thru May 8 – 16 hrs per month
- June thru December 2 -4 hrs per month

Tasks:

- Become proficient on RTOC data base applications as required
- Establish data standards with appropriate resources
- Consults with RTOC staff to determine data needs and outputs
- Assigns and controls user access privileges
- Ensures data security within the applications
- Monitors data base files and queries for accuracy
- Implements data base enhancements as necessary and communicates to supervisor
- Documents how to use online application reports and queries for user groups as required
- Designs and delivers reports as required

Current data systems

- Civicore – RTOC version
- Constant Contact
- Excel

Skills & abilities

- Performs with limited supervision
- Ability to logically analyze numerical and narrative data
- Ability to work with a high degree of accuracy in reviewing and processing complex data
- Knowledge of and ability to utilize current word processing, spreadsheet, database, e-mail and Internet software

5/17/12