

DATA MANAGEMENT SPECIALIST / PROGRAMMER
JOB DESCRIPTION
Information Technology Department
Pokagon Band of Potawatomi Indians

Job Summary

The Data Management Specialist / Programmer plans, designs, develops, implements, and administers databases and database oriented applications. The DMS/P conducts continuous improvement and manages change according to formal Change Management procedures and best practices. The DMS/P is responsible for ensuring the security, quality, and integrity of electronically stored data.

Principal Duties

Work with Director of Information Technology to establish effective electronic data management practices and procedures.

Ensure database and database oriented application projects are managed according to best practices.

Consult with end-users to determine business and functional requirements and identify solutions to resolve those needs.

Analyze, define, and document system requirements for data, workflow, logical processes, interfaces with other systems, auditing, reporting requirements, and production configuration.

Plan, design, and develop SQL databases and database oriented applications per specifications and in accordance with project schedule.

Implement SQL databases and database oriented applications per established project schedules.
Develop proactive working relationships with end-users and vendors.

Conduct continuous improvement and manage change according to formal Change Management procedures and best practices.

Administer databases and monitor performance of databases, database oriented applications, and associated systems; ensure recoverability, integrity, security, availability, and performance.

Provide technical consulting and respond to error reports, problems, or questions in a timely manner.

Maintain current knowledge of the technology industry, including the leading tools and best practices.

Assist in the evaluation of software packages, tools, and external vendors that may enhance our capabilities.

Directly support and develop for Enterprise applications, such as Microsoft CRM & Microsoft Office SharePoint.

Provide overall administration and programming for tribal government web presence using Ektron CMS and other web development tools.

Performs other related duties and responsibilities as assigned.

Minimum Requirements

AS degree in a computer or business related curriculum.

DATA MANAGEMENT SPECIALIST / PROGRAMMER
JOB DESCRIPTION
Information Technology Department
Pokagon Band of Potawatomi Indians

Minimum Requirements Cont'

At least two years experience developing oriented database applications using Visual Basic and .NET framework.

At least two years experience administering and developing relational databases with Microsoft SQL.

Experience migrating data from MS Access, Excel, and flat files to Microsoft SQL.

Experience using a change management system.

Ability to read, analyze, and interpret general business documentation, technical specifications and project management documentation.

Ability to develop formal application specifications and project plans using common documentation tools such as Visio, Microsoft Word, etc.

Ability to write reports, business correspondence and procedure manuals.

Ability to work as part of team; document work for maintenance, create task lists, timelines and deliverables, work to meet project schedules determined by others.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to develop systematic testing plans for problem resolution.

Ability to effectively communicate and train non-technical users.

Ability to self-manage assigned tasks.

Must be able to lift 30 pounds.

Must be able to work during normal business hours and occasional overtime to meet deadlines.

Must be able to promote the goals and philosophies of the Pokagon Band and be an advocate for tribal programs.

Must have a valid driver's license and be able to meet the minimum requirements regarding driving record in order to utilize GSA vehicles.

Must submit to and pass alcohol/drug screening and criminal background check.

Preferred Requirements

Microsoft MCITP: Database Developer or similar certification.

Knowledge of industry standard best practices and methodologies including ITIL and Microsoft Framework.

DATA MANAGEMENT SPECIALIST / PROGRAMMER
JOB DESCRIPTION
Information Technology Department
Pokagon Band of Potawatomi Indians

Preferred Requirements Cont'

Experience developing with ColdFusion, ASP, HTML, and XML.

Experience with Crystal Reports or other reporting APIs.

Experience developing with ESRI ArcGIS APIs.

Experience with JustWare|Court and GhostFill.

Experience working within a Federally Recognized Tribe.

Indian Preference

Pokagon Band Indian preference policies apply.

Report To

The Data Management Specialist / Programmer reports directly to the Director of Information Technology.

Starting Wage Rate PB-7 \$17.13 (non-exempt)

Commensurate with education and experience.