

		Database Manager Job Description / Physical Requirements and Potential Hazards		
		Supervisor(s): Executive Director	EEOC code:	Effective Date: 1/20/2022
FSLA Status	Exempt	L & I code:	Revision Date:	
Supervises:				

JOB PURPOSE:

As a member of OlyCAP’s Leadership Team, the Database Manager serves as the structural administrator for all of the organization’s data and databases, assists program units in collecting and measuring insights and impact, manages the structural functions of the databases, and trains new staff on database usage, surveys and other data collection tools. The Database Manager works with program directors to report data for federal, state, city and non-government grants. They also support strategic planning efforts and are responsible for the reporting requirements of the CSBG National CAP Organizational Standards.

ESSENTIAL JOB FUNCTIONS:

Database Management

- Work with program directors and staff to structure, collect, enter, analyze, track and measure program data to evaluate and report on program impact (using CAP60 and other systems);
- Collaborate with program staff to update and edit databases in a way that is efficient, yet captures all of the pertinent information needed to track impact on communities served;
- Provide training to appropriate staff regarding data entry requirements, including what is required for grant reporting and measuring program impact;
- Ensure all information from HMIS, Volunteer Reporter and other ancillary databases is imported into CAP60 or other databases regularly;
- Responsible for the administration of CAP60 including program access, password resets, and setting up new programs, funding, and services to be tracked;
- Evaluate existing database and tracking systems, work with sales representatives to demo and evaluate change to another database system;
- Work with program directors on the creation and implementation of a centralized intake for all OlyCAP programs;
- Periodically evaluate data handling procedures and recommend changes to ensure collection and reporting of relevant data occurs in a timely and accurate manner.



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Data Reporting

- Manage reports and data for grants, including but not limited to: Community Service Block Grant and required annual reporting
- Create monthly production reports regarding households served;
- Respond to staff requests for client contact lists and data on outcomes and demographics;
- Run preliminary reports to identify errors and missing data, proactively;
- Prepare bi-monthly reports for presentation to management team and Board of Directors.

Community Needs Assessment

- Collect and manage data for the Community Needs Assessment, which is conducted every three years to guide the organization's strategic plan;
- Work with staff and outside vendors to collect and manage quantitative and qualitative data for needs assessment;
- Organize process (e.g., develop RFP, create project plan, engage necessary staff/board members);
- Present information and insights to board, leadership and key partners/stakeholds;
- Perform interim data collection to track trends and changes to ensure services continue to be responsive to community needs.

Survey Creation, Distribution, Reporting, And Analysis

- Work with individual leaders and teams to create and prioritize survey needs (e.g., client satisfaction, community impact, agency culture, etc.);
- Develop the client satisfaction survey process to improve on the response rate of clients;
- Create survey reports for internal and external use which will assist with the narrative of OlyCAP's mission, vision and values;



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- Evaluate survey results to determine priority insights, issues or topics. Work in collaboration with department staff to identify areas for improvement and best practices;
- Work with the Executive Director, management team, and program staff to ensure follow-up surveys are being sent to collect data from clients and partner organizations;

Strategic Planning & Organizational Standards

- Demonstrate OlyCAP's compliance with CSBG National Community Action Partnership Organizational Standards through annual reporting process laid out by the Washington State Department of Commerce Community Services Division;
- Support preparation of strategic plan and quarterly monitoring reports, including presentation to executive management, governance and other stakeholders;
- Monitor external and internal environment and identify opportunities to fulfill the agency strategy;
- Work on special projects related to organizational strategy and performance, especially where there is a significant data or research component.

Other

- Assist in the development and maintenance of partnerships and collaborative efforts within the community;
- Track referrals and collaborative efforts with partner organizations;
- Serve as agency representative to community organizations as requested and assigned.

QUALIFICATIONS:

Required

- Bachelor's degree in a relevant field (e.g., information technology, business, mathematics, computer science) from an accredited institution, OR
- Associate degree in a relevant field and three years' experience with database management, data entry and reporting OR
- More than six years of experience in database management, data entry and reporting



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- Excellent written and verbal communication skills
- Ability to translate a business question into a data question
- Experience with data quality and preparation, including how to handle missing or inconsistent data
- Ability to identify trends or relationships within data that produce meaningful insights
- Experience developing data visualizations that are easy to understand
- Exceptional attention to detail
- Ability to prioritize multiple competing projects
- Experience with MS 365 programs including proficiency with Word, Outlook, Powerpoint and Excel (ability to use pivot tables and formula functions.)

Preferred

- Four years' experience providing data entry instruction or training to others including creating written materials, providing individual training and presenting to group learning audiences
- Four years' experience working with non-profit or social services data entry, analysis and reporting including CAP60 or other
- Proficiency in English

Working conditions

Works primarily in an office environment. Work schedule may offer flexibility and may require participation at various events outside of normal office hours.

Physical requirements

Must be able to perform job duties and responsibilities. Reasonable accommodations will be considered.

Scope of Responsibility

- Position has no direct reports.
- Knowledgeable about agency policies and practices, department standards and requirements.



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- Carries out duties under direction of the Executive Director; and
- Makes decisions within the parameters of assigned duties.
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Salary & Benefits: This is a full-time, exempt position with an annual salary range between \$55K to \$63K

Location: OlyCAP is based Port Townsend, WA with another office in Port Angeles, WA, serving both Clallam and Jefferson Counties. Job will need to work at both sites, and use videoconferencing, but main office can be at either location.



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Position Title

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting					X
Walking				X	
Standing			X		
Running	X				
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks				X	
Driving heavy duty vehicles	X				
Using foot controls				X	
Repetitive motion of hands/fingers					X
Grasping with hand, gripping					X



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	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling			X		
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current			X		
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X
Distinguishing colors				X	
Hearing conversations or sounds					X
Hearing via radio or telephone		X			
Communicating through speech					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				



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	NA	NE	O	F	C
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

 Employee Signature

 Date