



Database Administrator Job Description

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| Date Posted: | 04/13/21 |
| About North Marin Community Services | North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 8,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, cultural humility, excellence, integrity, and learning and continuous improvement. Visit www.northmarincs.org to learn about the impact of our services, and how you can make a difference in Novato. |
| Job Title: | Database Administrator |
| Status: | Full time, 40 hours per week. Exempt. |
| Salary Range: | \$65,000 - \$70,000/year. Generous benefit package including medical, dental, and vision benefits, life insurance, earn up to 3 weeks PTO in your first year, 12 paid holidays, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$250 at three months of employment. |
| Reports to: | Director of Development |
| Purpose: | The Database Administrator is wholly responsible for maintaining, streamlining, and expanding all organization databases, in addition to leading agency-wide efforts toward data-driven services. Under the guidance of the Director of Development, Director of Wellness Programs, and CEO, this position will partner with all program managers to improve data gathering methodology, as well as analyzing data for program monitoring and grant reporting. |
| Essential Functions: | <ul style="list-style-type: none">• Configure, streamline, and maintain Apricot database for mental health and case management programs, in addition to volunteer management, including some system rebuilding• Migrate data from childcare database (EZ Care) to Apricot• Migrate data from Excel to Apricot for the community health (Promotores) program• Use a variety of systems to enter, track, retrieve and format data for routine and ad-hoc reports, staff partners and to support external partnerships, grant applications, presentations and documentation• Make ongoing database improvements and system customization to improve functionality as needed• Track data quality, progress towards goals, and service collaborations• Identify process improvements for service coordination and program referrals, collaborating with intake staff to conduct and share analyses on cross-program and cross-agency referrals and service delivery• Assist in organizing, managing, auditing and improving our data, files and technology, including projects related to the development of new technologies• Leverage program and client data to build a strong organizational narrative and contribute to our internal culture of learning and continuous improvement• Create and maintain user-friendly training materials and documentation of processes and procedures for how frontline staff should use different databases• Assist with organizing user management, including with onboarding and offboarding• Other duties as assigned |
| Minimum qualifications: | <ul style="list-style-type: none">• Three years' experience with database management required, with ability to successfully collect, manage, and analyze complex data, including building database queries/reports<ul style="list-style-type: none">○ Additional training in Apricot is available |

North Marin Community Services

For more information about our agency or our programs, visit www.northmarincs.org

- Experience with database migration and implementation required.
- Advanced knowledge of Excel (formulas, pivot tables and reporting, charting, VBA & macros) required
- Creative thinker, resourceful and unconventional problem-solver
- Quick and analytical learner; collaborative work style and able to partner with interdisciplinary teams
- Meticulous organization and attention to detail
- Preferred: Familiarity with SAP Business Objects; knowledge of Tableau and/or statistical analysis packages (R, Python, Stata, SPSS); knowledge of SQL.
- Preferred: Ability to review and provide recommendations for system integration (e.g., a billing system to connect with our accounting software); project management skills or desire to expand in this role.

Other Requirements:

Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a Live Scan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance.

To apply for this position:

Visit <https://www.northmarincs.org/careers-internships/>
Bilingual/Bicultural applicants encouraged to apply.

Equal Opportunity

North Marin Community Services welcomes and encourages all qualified candidates to apply – especially as we recognize that people bring experience and skills beyond just the technical requirements of a job. We also know that self-doubt can sometimes get in the way of stretching professionally, so if your experience is close to what you see listed here, please consider applying. We value our differences and respect everyone – regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, age, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you have a disability and need assistance and/or accommodation with applying for a job, please contact hr@northmarincs.org or 415-892-1643 ext. 224.