

CALIFORNIA BANKERS ASSOCIATION

EMPLOYEE JOB DESCRIPTION

Associate Name:		Department: IT
Position Title: Database Specialist		Hire Date:
Supervisor's Name:	Department Head's Name: CFO	

The Database Specialist provides leadership to the overall data management and integrity processes of the organization's database, utilizing Microsoft Dynamics® CRM. This role enables the organization to communicate effectively with its members and other constituents, with a focus on maintaining and ensuring data accuracy.

The position is responsible for maintaining a clean database and working with all departments to support their varied data needs. Reporting directly to the CFO, the Database Specialist has a deep understanding of the organization's data and plays a vital role in the operations.

This position is part-time and offers a hybrid-remote work schedule in our Sacramento office.

Job Responsibilities

- Ensure that all organizational data management needs are met and effective processes are designed for acquiring, cleansing, and integrating external and internally generated data.
- Assume lead responsibility for day-to-day CRM database operation and maintenance.
- Actively looking for an efficient way to improve data integrity.
- Modify the database structure as necessary, based on information provided by application developers.
- Oversee and perform the data import and verification process for all records and associated data fields.

- Ensure data integrity through the use of constraints, validation rules, and consistency checks.
- Archive or delete irrelevant or outdated data to improve storage and system performance.
- Analyze data growth patterns and resource usage to plan for future capacity and performance needs.
- Create and maintain comprehensive database documentation, including usage, applications, and access protocols.
- Organize and structure data (e.g., financial records, constituent details) for easy access and analysis.

Education and Experience:

- Bachelor's degree in computer science, Information Technology, or a related field, or three or more years of direct experience managing an association CRM database or similar.
- Industry certifications (e.g., Microsoft Certified Database Administrator) are a plus.

Required Skills:

Technical Skills:

- Strong expertise in Microsoft Dynamics CRM or similar platforms.
- Proficiency in managing, maintaining, and troubleshooting database systems.
- Solid understanding of data architecture, and database design principles.

Soft Skills:

- Problem-Solving: Ability to identify and resolve database issues efficiently.
- Communication: Strong verbal and written skills for working with technical and non-technical stakeholders.
- Collaboration: Comfortable working with cross-functional teams across the organization.
- Attention to Detail: High level of accuracy and precision in all data-related work.
- Adaptability: Openness to learning new technologies and adjusting to evolving data systems.