



JOB DESCRIPTION

DATE: March 6, 2017

JOB TITLE: Database Administrator

EMPLOYEE NAME: TBD

DEPARTMENT: Supply Management Solutions (SMS)

LOCATION: Bloomington

SUPERVISOR: Steven Meacham

JOB SUMMARY: This position's responsibilities include managing the SMS reporting systems, processes, vending management software(s), and coordinating these queries with our Epicor P21 ERP software.

PRIMARY DUTIES are but not limited to:

- ❑ Managing all aspects of the SQL database and creating custom reports for our SMS customers
- ❑ Assisting Executive Vice President with database tasks associated with new SMS implementations
- ❑ Assisting project managers with creating and managing our SMS processes.
- ❑ Being one of our "go-to" people for assistance with MS-Windows, MS-Word, Excel, PowerPoint, Viso software, etc.
- ❑ Maintaining our SMS networks, crib management and vending software machines
- ❑ Assisting other department requests for custom reports

IMPORTANT CHARACTERISTICS:

- ❑ Cheerful
- ❑ Open minded
- ❑ Engaging, supportive teammate
- ❑ Organized
- ❑ Detail-oriented
- ❑ Innovative problem solver

EVALUATION METRICS:

- Control of SMS reporting databases and processes
- Accurate reports and on time
- Ability to work independently and complete tasks on time

KNOWLEDGE, SKILLS & ABILITIES:

- 2 to 4 years of experience managing and programming MS/ACCESS and SQL databases
- 2 to 4 years of experience extracting ODBC databases and re-formatting to a third party platform
- Advanced/M.O.U.S. certification or equivalent in: MS/Excel, ACCESS, Word, Visual Basic, PowerPoint, Project and Label Matrix
- Strong mathematical skills
- Advanced skills in HTML/XML programming
- Advanced understanding of "pick style" databases
- Strong grammar and spelling

PHYSICAL DEMANDS:

- Able to bend, stoop, kneel, reach, push, pull
- Able to sit for long periods of time
- Able to lift and carry 50-lb. packages

Written by: Steven Meacham

Date: 03/06/2017

Signed by:

Employee _____

Date: ____/____/____

Supervisor: _____

Date: ____/____/____

cc: Human Resources