



POSITION DESCRIPTION

Sr. Tribal Database Developer

REPORTS TO:	AASTEC Deputy Director
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM
FLSA STATUS:	Exempt (Full-time)
SALARY RANGE:	\$70,000-95,000 Annually DOE
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.
PREFERENCE:	Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

DESCRIPTION:

The Database Developer is responsible for overseeing and expanding the Southwest Indigenous Data Portal (SID) by supervising team, strengthening operational capacity, and providing project oversight. The Database Developer will design, maintain and modify database modules; analyze system performance; write systems documentation; and implement internal oversight processes. The Database Developer will expand SID visibility and support end user experience through meaningful connection, while maintaining data security and a focus on indigenous data sovereignty.

DUTIES AND RESPONSIBILITIES

- Lead SID team and manage SID projects.
- Design database systems by analyzing end user needs and requests to produce an effective database system. This may include collecting data, analyzing the data, designing algorithms, drawing flowcharts and implementing code for the logic developed through the algorithms and/or flowcharts.
- Design database tables, stored procedures, triggers, and queries to meet program needs.
- Actively promote continuous learning and professional development within the SID team.
- Recommend and implement emerging database technologies.
- Test databases by running performance testing procedures to ensure the proper operations of a database and to ensure that database functionality is error-free for end users. This involves troubleshooting any potential problems, creating and submitting test reports and database improvement.
- Ensure the security of sensitive data and confidential information by ensuring the integrity and performance of SID database modules.
- Develop database documentation by writing system documentation and operational manuals.
- Create written documentation of SID program internal processes and procedures.
- Support end users by prioritizing consultation process, being flexible to user requests, focusing on usability and user interface, and schedule follow-up meetings to ensure successful use and functionality.
- Implement and inform end users of system improvements and updates.

- Set up trainings to improve user experience and database utilization.
- Provide end user technical assistance by diagnosing and troubleshooting database errors.
- Maintain AAIHB databases and website.
- Collaborate with IT Department.
- Other duties and special projects as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to work collaboratively within a team while also being able to operate independently.
- Strong analytical skills to analyze existing databases and end user needs regarding developing effective systems.
- Effective verbal communication is essential because a database developer communicates clearly with team members and with all end-users, regardless of their technical ability or position. Clear written skills are necessary to write understandable database documentation.
- Sound accuracy and logic to accurately develop databases in a logical manner from scratch.
- Understand the concepts of other programming languages. Since databases operate behind the scenes, a good database developer will understand the concepts of other front-end programming languages.
- Ability to maintain professional conduct and confidentiality.
- Strong sense of teamwork and dedication to community.

QUALIFICATIONS

- Bachelor's in Computer Science, Management Information Systems, Applied Mathematics, or relevant field.
- Experience with data management, data collections, SQL, html, CSS, and JavaScript.
- Leadership and project management experience preferred.
- Must maintain HIPPA and CITI certifications.
- Must become CASPIO certified within 90 of hire.
- Completion of a background check is required.
- Knowledge and/or experience working with American Indian communities and cultures with respect and cultural sensitivity.

DESIRED QUALIFICATIONS

- Strong command of relational databases in SQL or equivalent systems such as MySQL, REDCap, EpiInfo, CASPIO or MS ACCESS.
- Preferred two (2) years' experience in a data processing-related field in a client-server environment, with one (1) year performing a variety of tasks in support of administering a database. Additional education may be substituted for up to one year of general experience on a year for year basis.
- Knowledge of epidemiology and data analysis concepts.

WORK CONDITIONS & REQUIREMENTS

- Access to high-speed, reliable internet required.
- Variable schedule required to meet project and user needs.
- Overnight travel to tribal communities may occasionally be required for training purposes.
- Work is performed in a typical interior/office environment and noise level is usually minimal.