

## **JOB DESCRIPTION**

**TITLE:** Database Administrator and Records Manager  
**AGENCY:** Credit Union Department -- State of Texas  
**CLASS NUMBER:** 0212  
**SALARY GROUP:** B23 (\$58,184 - \$94,913 annually depending on experience)  
**REVISED:** June 10, 2024  
**REPORTS TO:** General Counsel

### **OVERVIEW**

Performs database work involving developing, maintaining, and monitoring integrated database systems; implementing database procedures; records and information management work designing, evaluating, reviewing, recommending, implementing, updating, and maintaining a records and information management program and maintaining data integrity.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Serves as the primary database and records manager at the Credit Union Department directing information management encompassing multiple reporting databases and electronic file records.

1. Serves as Records Management Officer for the Department and administers the Department's Records management program.
2. Coordinate, develop, and conduct records management training for agency staff.
3. Trains staff in database applications.
4. Advise agency employees and work with legal counsel regarding the transfer of agency records to storage and the destruction of records in accordance with all applicable laws, policies, and procedures.
5. Develops classification, storage and retrieval policies for Department documents with assistance from General Counsel team.
6. Manages databases to ensure the integrity, security and accessibility of the Department's data.
7. Assures users can easily use databases to find the information they need, and the systems perform as they should.
8. Maintains data standards.
9. Prepares and develops database documentation, procedures and definitions for data dictionaries.
10. Administers the Department's database systems, including xml data imports, Access databases, CRM (ACT!), and SharePoint for the examination program, credit union data, consumer complaints, and open records requests.
11. Ensures proper organization of data in the document repository, currently in SharePoint and shared folders, including the utilization of consistent naming conventions, archival policies and file structure.
12. Performs data modeling and relational database models as needed.
13. Analyze, design, modify, and maintain database structures,
14. Establishes and implements database security controls and user access levels along with maximizing data availability to staff.
15. Perform database performance monitoring and implement efficiency improvements when needed.
16. Creates test database environments, including necessary libraries and procedures.

17. Assist with the ongoing implementation of the Department's policies and procedures related to databases, reporting and records management.
18. Contributes to team effort by working on and accomplishing other duties as assigned.

### **SUPERVISION RECEIVED**

Works under the general supervision of the General Counsel's office, with moderate latitude for the use of independent judgment. May assist other staff in performing work of greater complexity. Directly involved in developing future strategies to leverage technology for Department reporting and records management.

### **GENERAL QUALIFICATION REQUIREMENTS**

#### **Experience and Education:**

Experience in relational databases and linking tools, such as Access, MSSQL, Excel, XML files, ODBC, OLE, SharePoint and/or CRM software. Experience with the Microsoft Suite of products. Software certifications or Computer Science degrees are preferred. Experience and education may be substituted for one another.

#### **Knowledge, Skills and Abilities:**

1. Knowledge of the principles, practices, and techniques of relational databases, document management, computer operations, drafting procedures; computer database application systems; data processing flowcharting techniques; database structures and theories; current database technologies; and data analysis, evaluation, and testing techniques.
2. Knowledge of the design of a records management program.
3. Skill in complex problem solving and critical thinking, and in the use of a computer and applicable software.
4. Ability to identify and define users' functional and technical database needs, to conduct short-range and long-range project planning studies, to develop reports, and to communicate effectively.
5. Problem solver.
6. Team player and service oriented.