



MONTANA CONSERVATION CORPS
JOB DESCRIPTION
DATABASE MANAGER



Summary Statement: The Database Manager is responsible for the overall management and functionality of the MCC Salesforce Database. Primary duties include setting up and training new users, developing reports and dashboards for end users, researching and integrating apps to utilize with Salesforce, troubleshooting problems, and developing new functionality for the database. The Director of Operations is the supervisor for the Database Manager. This position does not have recurring access to vulnerable populations.

Database Management Responsibilities:

- Maintain database results by setting and enforcing standards and controls such as duplicate checking rules
- Evaluate and manage Salesforce development to prepare for new features and potential updates to technical design and architecture and integration of new apps
- Coordinate with staff to evaluate Salesforce end user functionality and user-experience including desired reports and dashboards
- Develop work flows and process builders to help automate processes by working with staff to identify needs
- Develop new forms utilizing Forms Assembly or other app as integrated
- Manage user requests for customization and development
- Manage user maintenance, permission, profiles and roles
- Provide training and support to all MCC employees
- Manage working relationship, support contract and new project agreements with outside Salesforce consultants
- Work closely with all agency personnel in a supportive or advisory manner
- Provide prompt support to all users, troubleshoot and resolve issues as necessary
- Update job knowledge by participating in professional development and local user groups
- Support information and computer systems as needed to maintain functionality and results of Salesforce
- Additional duties as assigned.

Qualifications & Skills:

Minimum Required Education and Experience:

- Experience with Salesforce
- Strong organizational skills and excellent attention to detail
- Experience presenting technical information
- Ability to speak effectively before groups
- Ability to quickly write routine correspondence, reports and memoranda.
- Experience with collaboration and customer service attitude
- A valid driver's license and ability to pass a motor vehicle records check

Preferred Qualifications:

- Four year's experience with working with and managing databases
- Bachelor's Degree (BA/BS) from four-year college or university
- Experience with apps such as Apsona and Forms assembly
- Excellent follow-through and accountability
- Resourceful and adaptable

Term of Employment

Part-time or full-time.

Compensation

DOE. Benefits include health/dental insurance with co-pay and 401K retirement plan with 5% employer match.

Equal Opportunity

MCC is an affirmative action, equal opportunity employer where employment is based upon personal capabilities and qualifications without discrimination because of race, color, national origin, religion, creed, age, sex, physical or mental disability, marital status, sexual orientation, gender identity, genetic information, political beliefs, or any other protected characteristic as established by law.

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Montana Conservation Corps positions may be required to perform duties outside of their normal responsibilities.

To Apply

[Apply Online](#). When creating your profile, please be sure to upload a **cover letter, resume, and contact information for three references**. All of this information must be **merged into a single file** to be uploaded under the link "upload resume."

Accepting applications until the position is filled.