



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis			
Database Administrator			
Reports to:	Director of Production and Systems Management	Effective:	8/1/2022
		Updated:	8/1/2022
Also Supports:		Status:	F/T
		FLSA:	Exempt
Job Summary:			
The Database Administrator oversees all ChMS administration and project management involving ChMS data at Second Presbyterian Church (including Children's Circle PreSchool and CenterPoint Counseling.)			
Essential Functions:			
<ul style="list-style-type: none">• Day-to-day operation and maintenance of ChMS, including data integrity enforcement, background check processing, contribution statement preparation, check-in set-up and support, security, forms creation, workflows creation, event registrations, list configuration, mailings, and reporting• Train, assist, and monitor all ChMS user activity• Coordinate, schedule and test upgrades to ChMS in both production and test (sandbox) environments• Work with staff, committees and groups within the church to provide data (reports, mailing lists) to better fulfill their mission• Attend staff meetings as required• Attend seminars and user meetings of ChMS software, local and national, and seminars relating to project management to remain the first-line support for users• Assist with development of IT department budget• Assist with development of staff training• Collaborate with other staff on long-range department planning			
Professional Qualifications:			
<ul style="list-style-type: none">• Expertise in personal computer hardware and software• Ability to help diagnose and manage software/hardware problems in a multi-level environment (server, personal computer, hand held computer, diverse software programs, varying degrees of user ability and understanding)• Information systems knowledge including Microsoft Office suite, internet/intranet and database concepts• Experience with Shelby Arena database preferred, but not required• Knowledge of applicable data privacy practices and laws including PCI Compliance and HIPAA			

Physical Qualifications:

- Sufficient mobility and stamina to fulfill the responsibilities outlined above

Core Competencies:

- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.
- **Initiative:** Enjoys working hard; is action-oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes, and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking, and judgment.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.