



## Database Administer Job Description

Responsible for design, creation and maintenance of the Foundation's computer database.

### Duties:

Keeps databases up to date
Designs, develops and programs data bases
Manages database access
Ensures that database meets user requirements
Manages database security and backup
Provides data and reports to others within the KBTF as needed
Tests and modifies databases to ensure that they operate reliably
Provides user training for access to the database
Other duties as assigned

### Core Competencies:

Be proficient in: computer skills; website management tools; research; working independently; good collaboration skills; ability to take and correctly interpret instructions; managing priorities and meeting deadlines; adjusting priorities; organization
--