

## **Job Description-Data Administrator**

### **POSITION SUMMARY-FULL TIME**

The Data Administrator is responsible for the Volunteer Systems data quality to ensure data integrity. S/he regularly runs and reviews data quality reports to identify and correct data quality issues, investigates root causes of data issues and works to implement corrective action. S/he performs functions related to the creation, updating and maintenance of council wide data in Volunteer Systems. The Data Administrator continually reviews and refines current business processes to support changes in a Customer Relationship Management system.

### **ESSENTIAL FUNCTIONS**

- Responsible for the integration and management of the business intelligence tool, Looker, including running and evaluating reports, providing staff guidance, and recommendations for how to use Looker for other uses across council.
- Responsible for data integrity. Run and evaluate reports in Volunteer Systems and Looker to ensure that data cleanliness is maintained. Conduct reviews, daily and weekly, of data quality reports, and take necessary corrective action in the Customer Relationship Management System, Salesforce to resolve data issues and problems.
- Maintain reporting environment for GSHH; create and schedule reports as requested by GSHH management.

### **QUALIFICATIONS**

- Bachelors' Degree, experience in data administration
- Must be adaptable and able to manipulate data and create visualizations in multiple data sources such as, but not limited to Looker and Sales Force.
- Proficiency in Word and Outlook with advanced ability in Excel.
- Customer Relationship Management system experience, preferably Salesforce, desirable.
- Must be able to travel occasionally possess own car and a valid driver's license, and be able to work a flexible schedule including evenings and weekends.
- Must be well organized, self-directed as well as a team player

Job Type: Full-time

Salary: \$30,000.00 to \$37,000.00 /year