# Database Specialist

**Grade: 5**

**FLSA: Non-Exempt**

## Date: 01/19

**Job Summary:** Maintains and operates the AIM Database for the Department of Aging & Human Services and performs other administrative duties; also performs other duties as assigned.

**Essential Functions:**

1. Maintains and operates a Department of Aging & Human Services Database required

 by the Maryland Departing of Aging;

2. Prepares various reports, forms, correspondence, etc. as directed;

3. Maintains and manages records relevant to the Department;

4. Provides administrative support to the Director, as needed;

5. Provides administrative support to the staff of multiple divisions in order to meet

 division goals and objectives;

6. Assists with the coordination and organization of office workload to ensure the

 smooth and efficient working of the Department;

7. Assist with data collection, compilation and reporting for the various divisions;

8. Maintain confidential files;

9. May:

* Conduct meals evaluations on participants of the Home Delivered Meals Program;
* Attends various training opportunities relevant to the Department;

10. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Ability to gain knowledge of the staff, activities, and operations of assigned department;
4. Ability to effectively communicate with other staff members;
5. Ability to prioritize and multitask;
6. Ability to operate relevant computer systems, including hardware and software, and basic office machines;
7. Ability to prioritize and multi task;
8. Basic math and language skills.

**Education and Experience:**

1. Associates degree;
2. Two or more years of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions;**

Work may require minimal demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance or trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date