AMERICAN JERSEY CATTLE ASSOCIATION

NATIONAL ALL-JERSEY INC. & ALL-JERSEY SALES CORPORATION

POSITION DESCRIPTION

TITLE: Database Developer & Analyst

DESCRIPTION: Maintain and implement data storage policies, design, programming, construction of new databases, procedures, and existing platform updates.

LOCATION: Based in the AJCA-NAJ Headquarters, Reynoldsburg, Ohio

REPORTS TO: IT Manager.

RESPONSIBILITIES:
- Run routine database analysis reports and implement changes to improve database effectiveness and efficiency.
- Prepare and process datasets for exchange with CDCB, Dairy Record Processing Centers, dairy industry partners and AJCA customers.
- Update data export and import procedures as needed to accommodate changes to the data requirements and file specifications.
- Thoroughly test all new and updated data export and import procedures to ensure that the integrity of the AJCA data is maintained.
- Design and develop database queries for custom data requests by AJCA staff and customers.
- Design and develop custom reports for AJCA staff and customers.
- Maintain and update AJCA SQL data table structure as needed.
- Add appropriate tables and views to the AJCA SQL database as needed to support new programs.
- Maintain and develop new SQL stored procedures needed for new functionality.
- Maintain and develop new SQL Integrated Services (SSIS) packages for efficient processing of large datasets.
- Assist AJCA staff with Microsoft Access setup, and query design to meet their routine data needs
- Routinely document changes and processes including labeling and categorizing for easy retrieval, long term strategies and to be used for adhering to project requirements.

QUALIFICATIONS:
- Bachelor's degree in Computer Science, Computer Programming, or other related IT fields.
- Proficient knowledge of SQL and Access databases.
- Strong relational database skills
- Create high quality and optimized stored procedures and reports.
- Proficient knowledge working with Excel spreadsheets, CSV files and Office 365 Products.
- Knowledge of how to efficiently prepare datasets to be used with database import processes and procedures.

Competencies
- Teamwork – work effectively with other team members to meet deadlines and share knowledge to accomplish an overall goal.
- Problem Solving – Identify problems faced by the organization and make adequate changes and/or suggestions to management staff.
- Dependability – Be reliable, responsible, and dependable on fulfilling assigned duties and obligations.
- Communication – Effective verbal and written communication skills to interact in a clear and concise manner with AJCA staff and customers.

Working Conditions
- Full-time position based in an office setting in Reynoldsburg, Ohio. Will have frequent contact and work closely with customer IT staff, USJersey employees, allied industry, and customers. Availability to work a flexible schedule that will occasionally include extended weekday and weekend hours to meet project deadlines and carry out responsibilities.

Salary
- Commensurate with experience and qualifications. Employee benefit package available

This Position Description in no way states or implies that these are the only duties to be

performed by this employee. This person will be required to follow any other reasonable
instructions and to perform any other duties requested by the IT Manager and the Executive Secretary & Chief Executive Officer.

November 2022

USJersey