



1310 West Oakridge Drive  
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[www.fwforestry.com](http://www.fwforestry.com)

# Database Manager and Programmer

## Date

11/1/2022

## JOB DESCRIPTION

Responsible for transforming and onboarding new client data and contributing to the maintenance and development of data management utilities.

## Essential Functions

1. Onboarding client data into the Enterprise GIS system
2. Ensures accurate transformation of data by creating, using and maintaining quality control tools
3. Prepares datasets for analysis projects
4. Maintains and improves data management utilities
5. Completes projects by coordinating timetables with team members to meet client needs and expectations
6. Verifies application results through system testing and audits
7. Maintains quality service and follows organization standards
8. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

## Skills and Qualifications

Technical understanding, Analyzing information and Business workflows, Communicating with internal and external clients, Problem solving, Database management, Project management, Quality control

## Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.



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## **Travel**

Occasional travel is possible.

## **Requirements**

Bachelor's Degree or equivalent education or 2 years related work experience

Experience at working both independently and in a team-oriented, collaborative environment

Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities

Excellent client-facing and internal written and oral communication skills

Must be able to learn, understand, and apply new technologies, solid technical background, with understanding or hands-on experience in database design, data transformation, data migration

## **Salary**

Minimum of \$55,000 per year with an increase after a 6 month training period.

**Contact:** Submit all resumes/cover letters via email to [jobposting16@fwforestry.com](mailto:jobposting16@fwforestry.com)