

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Database Reporting Specialist</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Administrative Services</b>	<b>Range:</b>	<b>20</b>
<b>Reports To:</b>	<b>IS Manager</b>	<b>Last Revised:</b>	<b>August 2000</b>

**General Statement of Duties**

Participates in planning and development of standards related to agency data and performs a variety of specialized and focused activities related to data management, database technologies, and reporting tools.

**Supervision Received**

Work is performed under applicable policies, guidelines, and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

**Supervision Exercised**

None.

**Resource Responsibility**

Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

**Distinguishing Features**

Performs complex duties requiring specialized knowledge and expertise with latitude for independent decision-making.

**Essential Job Functions**

Serves as team or project leader on planning projects related to creation and maintenance agency data, query and reporting tools; performs technical assistance by collecting, analyzing, interpreting and summarizing information.

Develops user friendly query tools for LCOG data and guidelines for their use. Develops data dictionary that works with reporting tools. Develops online and web interfaces to LCOG data. Assists with providing data in correct format such as labels and envelopes.

Develops LCOG data products for sale; publishes data products to the websites.

Builds data project plan; assists with data on local government services projects; centralizes LCOG local government services project data.

Oversees and guides the work of committees related to specialized planning projects.

Trains staff in using query and reporting tools.

Prepares written and oral reports requiring broad knowledge of database technologies and their applications.

### **Other Job Functions**

Plans and conducts special assignments as directed by the supervisor.

Performs other related duties as assigned.

### **Working Conditions**

Duties are primarily performed in an office environment while sitting at a desk or computer terminal or standing at a counter. Some travel is required to attend meetings.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of database technologies, query and reporting tools.

Considerable knowledge of data management technologies.

Knowledge of research methods and techniques, including statistical analysis.

Knowledge of computer applications related to data management.

Ability to train staff in the uses of the databases, conducting queries and using reporting tools.

Ability to write clear and concise documents, records and plans.

Ability to compile and analyze databases and develop query and reporting tools.

Ability to organize and make presentations.

Ability to communicate effectively, both orally and in writing, with other employees, the general public, and representatives of other agencies and governments using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to establish and maintain effective working relationships with other employees, the general public and representatives of other agencies.

Physical ability to perform assigned work.

### **Education and Experience**

Bachelor's degree in computer science or related field plus two years of experience with database, query and reporting tools; or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

### **Licenses, Certificates, and Other Requirements**

None.