POSTING FOR A DATABASE MANAGEMENT TECHNICIAN POSITION LOCATED IN VOLCANO, HAWAII.

I. SUMMARY OF DUTIES: Emergency hire, full-time, position at the Pacific Islands Ecosystem Research Center’s Kilauea Field Station located in Hawaii Volcanoes National Park, Hawaii. Position not to exceed 180 days.

Incumbent assists Project Coordinator in managing the Hawaii Forest Bird Monitoring Database. Duties include but are not limited to: entry and proofing of forest bird survey data, assist with managing a Microsoft Access database of standardized survey data (Hawaiian Forest Bird Monitoring Database), and summarizing of data for the preparation of reports.

II. SCOPE OF POSITION:
A. Reports to: Project Coordinator (Rick Camp)
B. Supervises: None
C. Budgetary Fiscal Responsibility: None
D. Signature Authorities: None
E. Level of Interaction: Receives assignments, training and supervision from Project Coordinator and interacts daily with other research project personnel. Meets often with Project Coordinator to discuss progress of work. Position includes office and computer work. Office work requires organizing and archiving bird survey data, and cataloging literature. Computer work requires familiarity with Microsoft Word and Excel, the ability to learn Microsoft Access, and a willingness to assist in the development of a function in the Hawaiian Forest Bird Monitoring Database to export data for analysis. This position requires a high degree of attention to detail.

III. MAJOR DUTIES AND RESPONSIBILITIES: (*Essential Job Functions-Major Duties & Responsibilities are listed in order of importance.)

75% 1. Performs data entry and summarization on IBM-compatible computer. Keeps up-to-date computer files of survey data.

10% 2. Write metadata files for transcribed data and archive survey data for long-term storage.

5% 3. Write event and control functions in Microsoft Access using Visual Basics to develop a link to import data from a Microsoft Access data entry and proofing form (Avian Monitoring Entry Form) into the Hawaiian Forest Bird Monitoring Database and develop of a function in the Hawaiian Forest Bird Monitoring Database to export data for analysis.

10% 4. Performs other duties as assigned including organizing and archiving bird survey data, and cataloging literature. Assists with other projects involving forest birds, routine office work, computer maintenance, errands and other tasks as required.

IV. MINIMUM QUALIFICATIONS:
A. **Education:** Graduation from High School.

B. **Experience:** Six months of experience (volunteer or paid) in biology or related field, and familiarity with Microsoft Office software on IBM-compatible computer.

C. **Abilities, Knowledge and Skills:** Ability to perform data entry and management of computer files. Ability to learn event and control function development in Microsoft Access using Visual Basics.

D. **Physical and/or Mental Demands:** Ability to maintain a high degree of attention to detail. Must be willing and able to work on a computer for up to 8 hours a day, 5 days a week.

V. **DESIRABLE QUALIFICATIONS:** Bachelor’s degree from an accredited four (4) year college or university with major coursework in biology, ecology and/or ornithology. Field research experience in Hawaiian ecosystems and some familiarity with Hawaiian bird species. Experience in data entry and a working knowledge of computer database management.

**INTERESTED INDIVIDUALS SHOULD SEND COVER LETTER, RESUME, AND NAMES AND EMAIL/PHONE CONTACTS OF 3 REFERENCES**

To Rick Camp at rick_camp@usgs.gov

**Closing Date:** 23 May 2007