

Job Description

Job Title: Natural Resource Database Programmer/Specialist
Job ID: 11282
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#)

[Select Job](#)

[Return to Previous Page](#)

Regular, Full-Time, RCUH Non-Civil service position with the Pacific Cooperative Studies Unit performing database programming, management, and administration for project tasks on land controlled by the U. S. Army Garrison, Directorate of Public Works, Environmental Office, Natural Resource Program on the island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: To support the Army Natural Resource office, the Database Programmer/Specialist is responsible for programming, management, and administering computerized and manual components of the Army's Oahu Natural Resource Relational Database and related databases. Assists with the analysis of budget finances, tracking expenses, staff time and effort. Oversees database information entered into the database by Natural Resource staff, database entry, product development, data analysis, and quality control. Administers the policies and procedures for the Natural Resource databases, and ensures adherence by staff of the Oahu Army Natural Resource office. Responsible for researching and coordinating the integration of database related new technology into the Natural Resource Program. Conducts and supervises the distribution of and/or provides Natural Resource database information to a variety of public and private agencies, landowners, researchers, developers and consultants.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in a related field with relevant coursework in environmental planning, information science, computer science, or equivalent. **EXPERIENCE:** Three to five (3-5) years of experience with relational database management systems and programming including Microsoft Access Database software, visual basic and SQL database programming, word processing and spreadsheet software as well as specific management of rare and invasive species database systems, mapping and transcribing. Experience with ArcGIS mapping software. Experience in multiple complex and detailed programmatic projects. **ABIL/KNOW/SKILLS:** Working knowledge of database software and computer hardware. Certification in Microsoft Access database development and Microsoft Transact-SQL (documented certificates of completion required). Extensive knowledge of database applications and map production using ArcGIS. Basic knowledge of Hawaiian biological resources. Ability to construct and manage biological databases. Highly proficient in database programming and problem solving. Excellent organizational skills and attention to detail. Ability to work under pressure to meet program goals. Strong time and project management skills. Excellent oral and written communication skills required. Must possess a valid driver's license. Post Offer/Employment Conditions: Must provide a copy of driver's abstract and have no citations that will prevent incumbent from driving on DoD installations. Must be able to pass a post-offer DoD security check for employment as an Army contractor. Must possess the American Red Cross Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months of hire). Must be able to complete basic helicopter safety course within six (6) months of hire.

SECONDARY QUALIFICATIONS: Supervisory experience. Experience in budget finances, tracking expenses, staff time and effort management. Experience in programs managing rare and endangered species and ecosystems on Army lands in Hawaii. Knowledge of Department of the Army natural

resources programs in general and the policy, organizational contexts within which they are managed.

INQUIRIES: Joby Rohrer 655-9187 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 06/13/2011

Email to Friend

Select Job

[Return to Previous Page](#)
