



HASTINGS & ROTHER U3A

BEACON DATABASE ADMINISTRATOR

DUTIES AND RESPONSIBILITIES

The BEACON DATABASE ADMINISTRATOR is primarily responsible for maintaining the smooth running and integrity of the database. This means safeguarding the computer database system so that the designated user can get the information they need in a timely manner.

GENERAL DUTIES

- working with database software to find ways to store, organise and manage data
- troubleshooting
- keeping databases up to date
- managing database access
- set User access levels pertinent to their role
- ensuring that databases meet user requirements as far as is possible with a 'bought in' system
- managing database security/integrity and backup procedures
- back up on a weekly basis to an external hard drive
- implementing security measures by means of passwords and user id's
- providing user training, support and feedback

DEFINITIVE and DATE CONSTRAINED TASKS

- producing a list of members names and addresses to enable receipt of TAM five times a year
- produce relevant statistics for the Committee Meetings
- produce Sign In Sheets for monthly open meetings
- address labels for Newsletter four times a year for Newsletter Team

DIRECT SUPPORT FROM BEACON

- Liaising directly with BEACON regional groups to stay informed of new developments
- Liaising directly with BEACON 'head office' on their provision of relevant support
- Liaising with BEACON on relevant training provision
- Using the current support, BEACON Users Forums to attempt to resolve H&R U3A problems and issues