

KENTUCKY ARTS COUNCIL POSITION ANNOUNCEMENT

50737BR (Auto req ID)	Click on Search & Apply link located at the top of page. Click the Search Openings link. Use this number (50737BR) in the KEYWORD search field on the Search Openings Web page.
WORKING TITLE:	SYSTEMS ANALYST III – Database Manager
WORK LOCATION: CITY/COUNTY	Full-time (37.5 hours per week) position available at the Kentucky Arts Council, a state agency in the Tourism, Arts and Heritage Cabinet, located in Frankfort, Kentucky
AGENCY:	Kentucky Arts Council www.artscouncil.ky.gov
GENERAL JOB DUTIES:	<p>The Kentucky Arts Council (KAC) seeks a detail-oriented and motivated individual to serve as database manager. This position manages all agency database systems and functions as required for electronic applications, artist directories, constituents, and current and historic grant and funding files. This includes assessment, design and modification of information collection, storage, manipulation, retrieval and dissemination.</p> <p>Duties and responsibilities include:</p> <ul style="list-style-type: none"> • Developing and maintaining statistical and informational data reports, spreadsheets and data queries • Assisting staff with data retrieval and analysis • Working closely with fiscal officer and executive director to develop and maintain statistical data reports on budget, grant funds and other requirements • Oversight of reporting requirements and preparation of annual final report for National Endowment for the arts and other funders <p>Work is primarily performed in an office setting; however, this position requires in-state travel.</p>
MINIMUM REQUIREMENTS:	<p>Graduate of a college or university with a bachelor's degree. Must have three years of professional experience in computer programming, systems analysis, systems support and/or computer operating systems.</p> <p>Related technical or vocational training will substitute for the bachelor's degree requirement on a year for year basis. A master's degree in computer science will substitute for one year of the required experience. Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year for year basis.</p> <p>Experience in business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year for year basis.</p>
SPECIAL REQUIREMENTS:	<p>Skills preferred include:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication, organizational, and computer skills. • Ability to work efficiently, prioritize tasks and multi-task. • Strong interpersonal skills including the ability to work well in a team environment.
ADDITIONAL REQUIREMENTS:	<p>Applicants may be subject to a drug screening test and background check.</p> <p>Please submit a letter of interest which clearly explains how your background, experience and training meet the required skills and qualifications; a professional resume; and three professional references to 500 Mero St. 21st Floor, Frankfort, KY 40601</p>
SALARY RANGE:	<p>Salary range for this position is \$2937.20 - \$3890.90 monthly and is commensurate with education and experience</p>
GENERAL DESCRIPTION OF BENEFITS:	<p>Benefits include state retirement and health insurance, paid holidays, sick and annual leave, and optional deferred compensation plan.</p>
TO APPLY:	<p>Contact Tammie Williams, Kentucky Arts Council, by email at tammie.williams@ky.gov or by calling 502-564-3757.</p> <p>Completion of the state application on the following website: https://careers.ky.gov/Pages/cosinstructions.aspx</p>
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