



Position: Metadata Specialist

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Position Overview

The Metadata Specialist is responsible for the creation and maintenance of database fields, screen layout and custom SQL report development in the Partnership Center's custom web applications.

Key Responsibilities:

Metadata Management

- Maintain and update database fields in PCL's custom software - VESTA, Sage, and Thyme - as required by HMIS data standards, licensing agreements with large funders, and/or customers.
 - Develop new fields in logical and consistent manner through the application.
 - Ensure the de-duplication of elements within VESTA.
 - Execute page layout/design to ensure database is both functional and user friendly, working with programmers as needed.
- Create, maintain and update projects in VESTA which correspond to real-world projects (programs) at an organization.
 - Each project has data collection and reporting requirements according to funder or custom agency specifications.
 - Set up all new projects in VESTA's metadata to control forms, fields and many other attributes of the user interface.
 - Update additional project information such as agency contacts, grant information, and other non-static information in VESTA's user interface.
 - Close out projects no longer needed.
- Make recommendations to the VESTA programming team regarding user interface issues that affect/enhance the system.

Report Writing

- Build appropriate and useful reports using our custom reporting framework which users can execute as needed.
- Update existing reports to comply with updated data collection requirements or programming specifications.
- Reports may serve end users for case management, project performance, or other uses, and also serve funders such as HUD or other governmental agencies.
- Analyze existing SQL queries for performance improvements.
- Report coding is generally done in Microsoft SQL Server stored procedures and functions, but also in Microsoft C# for special projects.

Key Skills Required

- 1-3 years of experience as a SQL Developer or similar role
- 1-3 years of experience in Microsoft ASP.NET (VB and C#).
- Experience in Javascript, CSS, jQuery and other standard web coding technologies.
- BS/MS degree in Computer Science, Information Systems or a related subject
- Ability to work and communicate effectively with people of different technical skill sets ranging from social workers to other programmers.

Must be flexible, able to handle multiple projects simultaneously, and self-motivated.

NOTE: This position description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.