JOB DESCRIPTION

JOB TITLE: FileMaker Developer/Administrator

REPORTS TO: Director of Information Technology

PRIMARY RESPONSIBILITY:

The FileMaker Developer/Administrator will work closely with the IT Director and database workgroup, and will have a range of responsibilities, including database administration, feature design and development, end user training, application support, and troubleshooting. The agency uses a complex FileMaker Pro database for clinical documentation, client tracking, billing, and management reporting. It is anticipated that the Filemaker Developer/Administrator will be technical lead on a future project to migrate to another electronic health record system, with possible continued development in Filemaker, to interface with the new system and provide reporting and data presentation services.

POSITION: Full-Time (1.0 FTE), Exempt

ESSENTIAL JOB DUTIES:

- Administration, development, maintenance, documentation, and troubleshooting of a complex FileMaker Pro database.
- Training new staff on use of the database, and providing ongoing application support to end users.
- UI and layout design, scripting, and creating or modifying fields, calculations, tables and relationships.
- Support future project to migrate data from our existing solution to a vendor's SQL-based system; administer this system, as well as possible maintenance and ongoing development of components of our existing Filemaker system.
- Other duties as they arise related to the needs of the development of the database.

QUALIFICATIONS:

- 2+ years experience programming in Filemaker Pro v7 and above, including complex relational design, scripting, report and UI design.
- **Your resume will not be considered without Filemaker experience.** You must be able to provide samples of past Filemaker work to demonstrate abilities.
- **This is an in-house position**. Applicants who require telecommuting or who are offshore vendors will not be considered.

COMPETENCIES (skills, abilities & knowledge):

- Familiarity with working on complex server-based solutions in FileMaker Pro v7 and later in a mixed platform environment.
- Good training and communication skills, verbal and written.
- Commitment to the clinic's mission and population.
- Ability to work both collaboratively and independently.
- Nonprofit experience a plus.
- SQL experience a plus.

PHYSICAL REQUIREMENTS:

All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Areas are wheelchair accessible.

- Ability to move about as needed throughout the day
- Requires ability to sit up to 8 hours per day with intermittent occasional moving about our workspaces
- Ability to use computer workstation, including keyboard and visual display terminal, for extended periods of time
- Finger, hand, and wrist dexterity
- Ability to complete tasks in an environment where interruptions are the norm and background noise is present
- Ability to move throughout buildings and between buildings, including stairs or elevator

COMPENSATION: $65-$70K, depending on experience. Competitive benefits and compensation package, 403b and performance-based compensation plans.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job. Other job duties include those that are considered secondary to the overall purpose of this position.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested. WestCoast Children's Clinic reserves the right to revise job descriptions or work hours as required.

Updated 2/13/14