**PRSPS Job Description –**

 **Information Technology, Roster, DB2000** 11/14

**Job Title:**  Information Technology, Roster, DB2000

**Reports to:** Secretary **Rank:** Lieutenant

**General IT Chair Duties Include**:

* Maintain DB2000 Roster.
* Up-load & download squadron Member data changes.
* Maintain and secure passwords
* File on-line forms as requested
* Collate and send to Circulation monthly PILOT labels.
* Maintain a mail database apart from the Membership database
* Develop and formulate yearly roster
* Assist any squadron member with DB2000 requests, queries, and reports
* Revamp and formulate DB2000 organization and send to D-22 & National
* Maintain a detailed awareness of and teach DB2000 capabilities and functions as requested
* Maintain a liaison with National and District DB2000 personnel and respond to requests

**For Education Department:**

* Maintain a detailed awareness of and ability to teach on-line registration for the Education Dept.
* Maintain a detailed awareness of and ability to teach Boating Course Assistant for the Education Dept
* Assist instructors and interested members with function and maintenance of BCA

**For Cooperative Charting Committee:**

* Act for the Co-Op Charting volunteers using Depth Wiz, G7toWin, the Divider, the Checker and file reports as required with NOAA via CCWEB.
* Correct errors and misconceptions with regard to Co-Op charting requirements
* Maintain a liaison with National and District Co-Op charting personnel and respond to requests

These powers are further outlined in the PRSPS Squadron Bylaws, in conformity with USPS Bylaws, and in the PRSPS Squadron Operation Policies.

The description presented here is of a general nature, and may be added to or extended as requirements suggest. They are solely designed as a guide to help a member who is assuming an office with which he or she may not be familiar. In no way are they intended to supersede or amend PRSPS Bylaws or Operating Policies.