



DATABASE ADMINISTRATOR

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Technology, this position is responsible for the day-to-day database management systems operations to include building, maintaining, administering, and supporting the division's mission-critical database infrastructure and securing the data by managing access, privileges, and information migration.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform installation, configuration, and maintenance of database management systems and related software within the context of a database administration plan.
- Ensure a high-performing database environment by developing a database server architecture to provide for the integration of disparate database management systems and servers across the enterprise.
- Build/maintain database schema, tables, procedures, and permissions.
- Develop/maintain database utilities and automated reporting.
- Automate routine administrative tasks using PowerShell or similar technologies.
- Provide expertise and direction on database issues to development teams; review technical designs and code.
- Release changes to test and production environments.
- Design and implement an effective backup/recovery strategy to support the strategic database environment.
- Establish and enforce database security best practices.
- Setup and configuration of SQL Server instances.
- Apply service packs and hotfixes.
- Troubleshoot performance and stability issues.
- Monitor server availability, schedule jobs, clustering, replication, and failover.
- Evaluate new and emerging database management technologies to enable the use of related developmental tools and techniques.
- Evaluate and recommend new database technologies and advise on hardware specifications as needed.
- Design, develop, and maintain a wide array of extract, transform, and load operations both among internal systems and between external in SQL Server Integration Services.
- Provide on-call (off-hour and weekend) support for the systems and associated software.
- Prepare and present written reports and oral presentations.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of theory and concepts related to network and object-oriented databases systems; thorough knowledge of database design, software installation, maintenance procedures and techniques, particularly on the Microsoft SQL Server relational database management system platform (Azure/Hybrid); thorough knowledge of industry-standard database procedure, software development and data definition language and utilities; thorough knowledge of Data Modeling and Data Normalization techniques; ability to manage multiple databases; ability to write structured computer programs in one or more programming languages; ability to solve multiple and complex problems; ability to evaluate and improve the efficiency and effectiveness of operations; ability to effectively communicate with users of various backgrounds from the novice to the expert programmer; ability to work under time constraints; ability to establish and maintain effective relationships with information services administration, administration members, division staff, vendors and the general public; ability to communicate orally and in writing to prepare comprehensive reports evaluating office information system needs and to develop effective policy and procedures for computer and system automation. Must be fluent in Microsoft TSQL and Powershell. Experience working in hybrid/on-premise/cloud-based deployments specifically in Azure.



EDUCATION AND EXPERIENCE

Required: Bachelor’s degree in information technology, computer science, or related discipline and 3-5 years of experience in the field; or a high school diploma or higher and 7+ or more years of experience in information technology with 4 years of experience in the position of a database administrator for Microsoft SQL server.

Preferred: Experience working with Student Information Systems and/or in a K-12 environment.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing and stooping. Work involves moderate exposure to loud noises. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: Rev. 6/00, 2/13, 5/17, 7/20, 9/22
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