



JOB DESCRIPTION

Title: Database Administrator
Supervisor's Title: VP of Technology
Department: Technology

I. Purpose of the Position:

This position will be responsible for the monitoring and contributing to system performance. This individual will contribute via writing new business enhancements in addition to the development teams, supporting ongoing maintenance, and being involved in database architectural overhaul as needed by the business.

II. Key Responsibilities and Accountabilities:

Responsibilities

- Strong working knowledge of Databases (SQL Server), Stored Procedures, and Views.
- Coordinating the delivery of multiple tasks efficiently and effectively.
- Working knowledge and experience with the full SDLC and production environments
- Working experience with Task Management System (Jira, or related system)
- Working closely with business and solution resources on deliverables.
- Generating weekly status reports in several formats.
- Knowledge of working with different formatted files (csv, tab-delimited, and xlsx) and importing and exporting them via SQL server.
- Possess strong writing skills, professional-level grammar, spelling, communication and editing skills.
- Strong attention to detail, highly organized and able to thrive in a busy, deadline driven atmosphere.
- Ability to effectively communicate both successes and failures.

Qualifications

- 4-year Degree from accredited University/College in related field.
- Master's Degree Preferred (not required).
- Consulting/Contracting experience Preferred.

Experience

- Microsoft Sql Server: 3+ Years
- SSIS: 2+ Years
- Excel 2+ Years
- Tableau (preferred, but not required)