

**Position Title:**

Database Administrator

**Position Supervisor:**

Director, Information Technology

**Roles & Responsibilities:**

- Database Administrator for Microsoft SQL Server including: installation of server and client software, capacity planning, documentation of databases, documentation of inter relationships between applications, load balancing, performance monitoring, performance tuning, database security, database reliability, database recoverability, and database support. Responsible for desktop client configurations supporting SQL Server related applications. Provide technical assistance to database users. Perform administrative tasks in support of SQL Server applications including setting up user id's and monitoring backups. This senior IT position performs and directs application design and development. This position performs development and maintenance of SQL database triggers and stored procedures. Key contact for interface with the Association Management System (AMS) vendor and financial systems vendor. Must have an in-depth knowledge of IT, local area networks, association management software, financial software, and the entire systems development life cycle. Must have extensive experience in database design, programming and system implementation.
- Responsible for providing technical and organizational leadership for the enterprise's database environment including overseeing the development and organization of the databases, assessment and implementation of new technologies, and providing IT with a long term perspective on the relationship of database technology to the business opportunities facing xxxx. Provides information technology services such as feasibility studies, system analysis and design, hardware and software integration, and user support. Responsible for database security including the planning, design and implementation of security measures which safeguard access to xxxx's data. Provides rapid response to user community's request for security assistance. Responsible for database and application programming, including both in-house and contracted programming efforts. May perform small maintenance programming tasks personally. Develops report formats for end users and focuses heavily on training end users in their development of report formats.

**Duties:**

- Perform Microsoft SQL Server Database Administration
- Direct all xxxx business application development and programming
- Works in close coordination with IT team members to ensure the efficient operation of the xxxx database applications and when needed, assists with user software and hardware issues

- Serves as focal contact with the AMS software vendor on a full range of issues (support, development, training and integration)
- Serves as focal contact with the financial software vendor on a full range of issues (support, development, training and integration)
- Maintains up-to-date application software and database documentation
- Keeps abreast of emerging technologies in the software industry and recommends enhancements to the Director
- Assists in training of xxxx user community especially in relation to database systems

**Knowledge and Capability Requirements:**

- System Development
- Database Administration (MS SQL Server)
- Functional knowledge of SQL
- Report Writers (Crystal Reports, etc.)
- Association Management Software (Ablaze)
- Accounting Software (Geac SQL Financials)
- Multiple Operating Systems (MS-DOS, Windows 98, Windows NT, Windows 2000)
- Local Area Networks
- Customer Service
- Problem solving
- Project management
- Effective Written and Verbal Communications
- Interpersonal skills
- Lead through example
- Be a team player
- Manage and train people
- Prioritize multiple tasks
- Meet deadlines

**Experience Requirements:**

- Minimum of five (5) years experience with database administration, systems design and analysis and programming experience. Bachelor's degree preferred or equivalent experience.