

Database Administrator



POSITION SUMMARY

Manages the Information Technology functions, along with providing administrative management of Information Technology including budgeting, vendor relations, and staff administration. The incumbent is responsible for overseeing and performing Information Systems Operations including all Databases and SQL Servers computer operations, technical support, systems analysis, programming, database management and the company website. This position serves as a backup for other IT functions.

ESSENTIAL FUNCTIONS

- Manages day to day operations of the IT Department
- Oversees the technical design, development, implementation, maintenance, performance and problem solving of databases on complex projects
- Coordinates with other IS areas to ensure implementation and monitoring of databases and SQL servers
- Works with database vendors on complex projects and ensures system integration
- Manages disaster recovery functions for databases and SQL Servers. Organizes off-site storage necessary for recovery processes, and oversees development of recovery procedures for SQL servers and databases
- Arranges and administers security measures to restrict unauthorized use of systems
- Monitors and ensures accurate asset records and licensing requirements
- Oversees the management of the network, email, and firewall
- Assists in determining future hardware and software requirements
- Functions as top level contact to assist end users in determining IS requirements and solutions
- Oversees applications programming activities and project management
- Coordinates with users to ensure timely and efficient manufacturer's software release installation

POSITION QUALIFICATIONS

- Accountability - Ability to accept responsibility and account for his/her actions
- Analytical Skills - Ability to use thinking and reasoning to solve a problem
- Communication, Oral - Ability to communicate effectively with others using the spoken word
- Communication, Written - Ability to communicate in writing clearly and concisely
- Customer Oriented - Ability to take care of the customers' needs while following company procedures
- Detail Oriented - Ability to pay attention to the minute details of a project or task
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions
- Organized - Possessing the trait of being organized or following a systematic method of performing a task
- Presentation Skills - Ability to effectively present information publicly
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines
- Working Under Pressure - Ability to complete assigned tasks under stressful situations

Education

Bachelor's Degree (four year college or university) or equivalent experience.

