POSITION DESCRIPTION

TITLE: SQL Database Administrator

DEPARTMENT: Information Technology

SUPERVISOR: Director of Information Technology

POSITION SUMMARY:
The Database Administrator role is to strategically design, create, and maintain database information systems and networked software that support core organizational functions and assure their high availability. This individual will ensure that the application databases run efficiently and securely and database refresh processes are in place. In addition, the Database Administrator provides technical guidance across the organization, from participating in strategic decision making down to the project planning.

RESPONSIBILITIES:
- Create, maintain and refactor views, functions, triggers, scripts and stored procedures for both legacy and new software
- Write optimized SQL queries for integration with other applications
- Deploy, maintain and troubleshoot core business applications including software, reports and databases
- Meet and coordinate with internal and external stakeholders to establish project scope, system goals and requirements for software changes and installs
- Define and coordinate the execution of testing procedures and develop test cases to serve the overall quality assurance process of system updates and installs
- Create and develop documentation of all process and trainings as needed
- Develop and implement maintenance procedures, monitor system health, gather system statistics and troubleshoot errors and alarms
- Where applicable, design, develop and oversee implementation of end-to-end integrated systems
- Maintain, manage and modify all software system tools and applications
- Modify program sequences and/or codes as needed to meet current business requirements
- Model business and systems processes based on findings through use case scenarios, workflow diagrams, and data models
- Development of data extract/export processes and procedures to support data requests
- Maintain import processes from external software into core database (CF, QBE, Annual Reports, website forms, etc.)
- Automate and maintain database snapshots for testing and development environments
- Create and develop reports in multiple systems using SQL, SSRS, RISE IQA, Crystal Reports, Microsoft Suite, Power BI, as well as other tools to disseminate data to stakeholders
SUPERVISION:
This position operates within the guidelines developed by the Executive Board of International Chapter and office practices and procedures established by the executive director. Questions should be referred to the Director of Information Technology.

REQUIRED QUALIFICATIONS:
- Extensive on-premises relational SQL database knowledge and experience 4-6 years
- Strong understanding and knowledge of principles and practices associated with database maintenance and administration
- Strong knowledge of information processing principles and practices
- Proven project planning and management experience
- Hands-on experience with business requirements gathering/analysis
- Strong understanding of information processing principles and practices
- Solid grounding in core enterprise applications
- Exceptional analytical, conceptual, and problem-solving abilities
- Exceptional written and oral communication skills
- Exceptional interpersonal skills, with a focus on rapport-building, listening, and questioning skills
- Excellent architecture and technical support documentation skills
- Ability to present ideas in user-friendly language
- Able to prioritize and execute tasks in a high-pressure environment
- Experience working in a team-oriented, collaborative environment
- College degree or comparable experience in Information Technology
- Proven ability to assess business needs and translate them to relevant solutions
- Strong Microsoft Suite knowledge and experience

PREFERRED QUALIFICATIONS:
- Familiarity with the P.E.O. Sisterhood and its mission and an understanding of P.E.O. policies and procedures preferred, though not required
- Familiarity with Quickbooks, .NET helpful
- Professional experience with Microsoft SQL Server 2008 or later

PHYSICAL DEMANDS/WORK ENVIRONMENT:
- This position works on-site at the P.E.O. Executive Office
- Must be able to travel out of state biennially for Convention of International Chapter
- Must be able to lift up to 25 pounds at times
- Must be able to accommodate office responsibilities, including sitting and standing for extended periods