



JOB DESCRIPTION: Database Administrator

Job Title:	Database Administrator
Department:	Operations
Reports To:	Director of Information Technology
Classification:	Regular, Full Time, Exempt
Supervisory responsibility:	No
Salary range:	Starting at \$78,000, Depending on Experience

Position Summary:

The Database Administrator position will oversee and ensure the accuracy and integrity of, all of the organizations databases including iMIS, MS dynamics, SharePoint, and other Windows / MS SQL databases. This positions is responsible for database maintenance including building and managing SQL database maintenance plans, data and log file backups, overall database recovery, Recovery Point Objectives (RPOs), Recovery Time Objectives (RTO) index management, SQL server performance, size restrictions and overall database health. It is also responsible for managing both the production and development environments as well as managing new installations, upgrades, and license compliance.

This position will liaise with 3rd party vendors to support organizational needs including setting up and restoring development and testing environments. Manages software upgrades that involve the databases and 3rd party vendors.

A successful candidate for his position will have a Microsoft Certified Solutions Associate (MCSA) in MS SQL Server or Solution Expert (MCSE). An MCSE certification in business Intelligence preferred, and must have a strong reporting background. SAP Crystal reports, MS SSRS reporting, MS access are primary tools for reporting. Experience with MS Dynamics reporting, Management reporter, dynamic Excel reporting for MS Dynamics, Smart lists are a bonus. This position also oversees database projects / tasks and submits regular project reports. Schedules database project meetings as requested. Troubleshoots and resolves database problems in a timely fashion. Provides technical support for the database and actively follows up with staff and the third-party vendors regarding the status of outstanding projects / tasks. This position is responsible for managing the organization's CRM database plan and overseeing database hygiene processes.



Key Duties & Responsibilities:

<u>Estimated % of Time</u>	<u>Activity</u>
60%	Manages programs and processes to maintain database integrity. Responsible for reporting, auditing, and validating data against standards and working with departments staff to assure the integrity of the database. This position will be responsible for creating reports utilizing Crystal Reports, SSRS, and other proprietary reporting systems. Support database requirements of other departments including Assessment and Industry Relations including billing notices. Assist in establishing best practices for data management. Manage bulk updates provided by third parties. Ensuring adherence to and updating of the database plan.
15%	Application training, support
15%	Database hygiene and validation management.
10%	Other duties as assigned by supervisor.

Essential Qualifications:

In-depth understanding of databases is required, with a strong preference given to experience with iMIS or similar CRM database system. Must have experience using database report-writing, query tools, import/exporting and similar functions and tools, be able to clearly explain database features and must have experience in generating reports from the database for custom data request.

- Advanced knowledge of the use of Microsoft SQL
- Advanced knowledge of the use of Microsoft SQL Reporting Services (SSRS)
- Certifications
 - Microsoft Certified Solutions Associate (MCSA) in MS SQL Server OR
 - Solution Expert (MCSE). An MCSE certification in business Intelligence preferred
- Strong working knowledge of Crystal Reports.
- Advanced knowledge of SQL Queries
- Moderate understanding of Accounting Practices and General Ledger
- Strong Project Management skills
- Excellent communication skills both oral and written in order to interface with clients and staff



Compensation:

In addition to a competitive salary, Visit California offers an excellent health benefit package. We also offer a fantastic PTO and holiday leave package, 401(k) plan, parking and much more!

How to Apply:

Please send your cover letter, resume, and salary requirements via e-mail to Sacramento Staffing Agency: help@sacramentostaffingagency.com.

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