JOB TITLE: Database Administrator II

DEPARTMENT: MIS

LOCATION: Detroit, MI

GENERAL SUMMARY OF DUTIES:

Serves as a primary resource for database technologies, processes, and strategic direction. Responsible for the administration of SQL Server databases in the production and non-production environment. Responsible for recommending and following standards, procedures and guidelines related to database administration, installation, monitoring, support, security and other database related items. Provides troubleshooting and support for the production and non-production database environment.

REPORTS TO: Management in the MIS Department

TYPICAL PHYSICAL/MENTAL DEMANDS: Must have good multi-tasking skills, Good at analytical analysis, planning, coordinating aggressive schedules and providing excellent customer service levels. Need very strong oral and written skills. Must be able to sit for extended periods of time. Must be able to reach, bend crouch, kneel, twist and work at a desk when performing some job functions. Requires the distinguish letters, numbers and symbols. Must be able to work independently and respond calmly in stressful situations. Must be able to communicate in all aspects of the English language. Requires prolonged sitting.

TYPICAL WORKING CONDITIONS: Work is performed in a state-of-the-art computer room. Phone contact fellow team members, and constant contact with staff in a high energy atmosphere is required. Work is performed in a technical environment. Constant contact with public, staff and fellow team members is required.

EXAMPLES OF ESSENTIAL FUNCTIONS: (Includes but is not limited to the following):

1. Performs installation, maintenance, upgrade, testing, and support of MS SQL, Access, and other DBMS systems with little or no direct supervision
2. Performs troubleshooting and support of Data Warehousing and Business Intelligence infrastructure and systems
3. Evaluates and monitors databases on an ongoing basis and provides recommendations on performance tuning, scaling, disaster recovery, high availability, etc.
4. Establish and maintain effective channels of communication with lines of business and with other groups within IT
5. Evaluate database statistics and make appropriate change recommendations.
6. Maintain established department quality standards.
7. Executes complex database related projects and tasks.
8. Design and document database architecture and perform Data Modeling in support of project goals.
9. Build database schema, tables, procedures and permissions
10. Set up and administer data sharing and disk partitioning
11. Develop and execute database utilities and automated reporting
12. Create shell scripts for task automation
13. Create, test and execute data management languages
14. Analyze and sustain capacity and performance requirements
15. Analyze, consolidate and tune database for optimal efficiency
16. Monitor backup, clustering, mirroring, replication and failover
17. Restore and recover corrupted databases
18. Implement security and encryption
19. Provide 24/7 support for critical situations
20. Evaluate and recommend new database technologies

21. Other job-related duties as assigned.

Knowledge, Skills & Abilities:

- Experience MS SQL Server DBMS
- Knowledge of SSIS, SSRS, SSAS, as well as data warehousing concepts and implementation
- Experience with Windows related operating systems.
- Knowledge of dimensional modeling in a Data warehouse environment.
- MS SQL Server installation, maintenance and upgrades.
- Knowledge of user security management.
- Knowledge Physical and Logical Design of Microsoft and other related Databases.
- Experience with performance monitoring and tuning.
- The ability to duplicate data on different servers using replication process.
- Experience implementing maintenance plans for SQL server and other databases.
- Experience in logical and physical database recovery.
- Knowledge of defining and enforcing compliance to database standards through the entire development life cycle.
- Experience with RDBMS concepts, stored procedures and triggers.
- Strong experience with Microsoft office products (Access, Excel, etc.).
- Self-starter, with great analytical and communication skills.
- Must be a team player.

Education: Associates degree in Computer Science or other technical discipline or equivalent work experience.

Experience: Minimum 2+ years of experience as an MS SQL DBA. Must be willing to work in a team environment. Good at multi-tasking, Good at analytical analysis, planning, coordinating aggressive schedules and providing excellent customer service levels. Need very strong oral and written communication skills. Previous experience with database modeling and performance monitoring tools a plus. Must be a self-starter and communicate with all levels of management.