



6393 Oak Tree Boulevard, Suite 105, Independence, Ohio 44131

Connect is a non-profit Information Technology Center serving public, private, and community schools throughout Northeast Ohio. We are seeking a candidate to fulfill our Database Administrator position.

Open Position: Database Administrator
Position Start Date: As soon as possible
Salary: Salary commensurate with experience

Primary Responsibilities:

- Identifies, defines, and assesses the properties and specifications necessary for the database management system (DBMS) to meet current and future needs of the organization.
- Defines a logical database structure for application development based on the organizational structure of the company.
- Defines and executes procedures for testing and implementing new applications in the database environment.
- Develops and implements policies and procedures related to data security and integrity.
- Develops, implements, and monitors access policies, limiting database access on a need-related basis.
- Develops, maintains, and controls additional corporate data libraries specific to the organization.
- Assesses current and projected database performance, and recommends changes and enhancements.
- Drafts training documentation and guidelines for end users.
- Resolves data conflicts for matters such as naming conventions, data privacy, and data ownership.
- Maintains knowledge of trends, developments, and best practices in DBMS and related technology.
- Promotes Connect as a premier service provider of systems services to organizations.
- Coordinates on-going projects.
- Researches innovations, recommends network/system/software enhancements and new projects to management.
- Maintains open/effective communications.
- Provides guidance and uses problem-solving techniques to resolve questions/concerns tactfully.
- Works directly with vendors and transport providers.
- Provides response to phone calls, email, and service requests from users.
- Designs options to improve or upgrade customer networks and systems.
- Performs problem diagnostics.
- Documents and follows up on customer calls.
- Maintains the confidentiality of privileged information. Actively protects the security of the data maintained by Connect.

Desired Technical Qualifications:

- Technical qualifications may be modified to address current or emerging program/staffing needs and assignments. Certification, training and/or experience deemed appropriate may include:
- Server Operating Systems: OpenVMS, Unix, Linux, Windows
- Workstation Operating Systems: MAC OS, Unix, Windows
- Programming Environment: PERL, HTML, etc.
- Web Servers: IIS, Apache, Tomcat, OSU
- Database Management: Oracle, Microsoft SQL, IBM Informix
- Reports development: Oracle, application-based report writers
- Email Systems: SMTP, Microsoft Exchange, PMDF, SPAM / Virus filters
- Bachelor's degree in Computer Science, Mathematics, or related field preferred.
- At least five years of related experience required with at least one year of supervisory experience preferred.

Qualified candidates may submit their resume and application to Joe.Prchlik@ohconnect.org with Database Administrator Position in the subject line.

Connect is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Connect
JOB DESCRIPTION

Title: Database Administrator

Page 1 of 3

Reports to: Chief Technology Officer

Job Objective: The Manager of Database Administration will oversee the administration of the organization's database(s), analyze staff needs of the database(s), and develop a long-term strategy for data storage. Administers software and system applications that meet customer and organization requirements.

Duties/Responsibilities:

- Identifies, defines, and assesses the properties and specifications necessary for the database management system (DBMS) to meet current and future needs of the organization.
- Defines a logical database structure for application development based on the organizational structure of the company.
- Defines and executes procedures for testing and implementing new applications in the database environment.
- Develops and implements policies and procedures related to data security and integrity.
- Develops, implements, and monitors access policies, limiting database access on a need-related basis.
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- Maintains knowledge of trends, developments, and best practices in DBMS and related technology.
- Promotes Connect as a premier service provider of systems services to organizations.
- Coordinates on-going projects.
- Researches innovations, recommends network/system/software enhancements and new projects to management.
- Complies with Connect policies/procedures.
- Maintains open/effective communications.
- Provides guidance and uses problem-solving techniques to resolve questions/concerns tactfully.
- Works directly with vendors and transport providers.
- Provides response to phone calls, email, and service requests from users.
- Designs options to improve or upgrade customer networks and systems.
- Performs problem diagnostics.
- Documents and follows up on customer calls.
- Maintains the confidentiality of privileged information. Actively protects the security of the data maintained by Connect.
- Assists with unexpected/urgent situations as needed.
- Participates in staff meetings and in-service training as directed to maintain expertise in assigned areas.
- Supports workplace initiatives that enhance personal productivity and advance association goals.
- Take precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other duties as assigned.

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Connect
JOB DESCRIPTION

Title: Database Administrator

Page 2 of 3

Required Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Thorough understanding of file structures and design, information retrieval techniques, file access methods, and database controls and standards.
- Strong analytical and problem-solving skills.
- Embodies high ethical standards and integrity.
- Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules and association policies/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with work skills essential to the objectives of the position.
- Ability to conceptualize, evaluate, prioritize, and solve complex problems independently.
- Ability to interact comfortably and confidently with the public.
- Energetic self-starter.
- Ability to work with minimum supervision.
- Thorough, gives careful attention to details and effective customer-service.
- Availability to be “on-call” for periodic tasks outside of normal working hours.
- Proficient with Microsoft Office Suite or related software.

Abilities Required

(The following personal skills are important for the successful performance of assigned duties):

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Demonstrates professionalism and contributes to a positive work environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Read, analyze, and interpret technical manuals and documentation

Education and Experience:

- Bachelor's degree in Computer Science, Mathematics, or related field preferred.
- At least five years of related experience required with at least one year of supervisory experience preferred.

Desired Technical Qualifications:

- Technical qualifications may be modified to address current or emerging program/staffing needs and assignments. Certification, training and/or experience deemed appropriate may include:
- Server Operating Systems: OpenVMS, Unix, Linux, Windows
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Connect
JOB DESCRIPTION

Title: Database Administrator

Page 3 of 3

Working

Conditions: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and association procedures when involved in the following situations.

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks for prolonged periods.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.
- Working at various heights, in confined spaces and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

Performance Evaluation:

Job performance is evaluated according to policy provisions and contractual agreements adopted by Connect.

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