

Front Porch Job Posting

Job Title: Systems Administrator/Database Analyst - Level 1
Department: Data Center & Infrastructure Operations

SUMMARY

Installs new software release, system upgrades, evaluates and installs patches and resolves software related problems. Performs work in providing for the effective and efficient storage, retrieval, customization, and archiving of data by managing diverse data sets to ensure an integrated database system for all users. Maintains data files and monitors system configuration to ensure data integrity. Monitors and repairs production devices.

ESSENTIAL COMPETENCIES:

Required: Microsoft Windows 2k3 Server, 2k Server, XP Pro, 2k Pro,
Additional: Microsoft SQL Server and SQL Enterprise Manager, SQL Reporting Services, IIS, Active Directory, and VB.Net

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Build production images
- Monitor production devices
- Maintain production monitoring devices
- Completes dataflow tracking across all platforms in support of Technical Support and Data Center & Infrastructure Operations
- Reviews project request describing database user needs.
- Builds reports for Interdepartmental use.
- Estimates time required to accomplish project.
- Attends specification meetings with project team workers to determine scope and limitations of project.
- Reviews description of changes to database design to understand how changes to be made affect physical database (how data is stored in terms of physical characteristics such as location, amount of space, and access method).
- Recommends user access level for each segment of one or more data items such as insert, replace, retrieve, or delete data.
- Recommends which users can access databases and what data can be accessed by user.
- Tests and corrects errors, and help refine changes to database.

- Selects and enters codes of utility program to monitor database performance such as distribution of records and amount of available memory.
- Reviews and corrects programs.
- Trains users.
- Answers user questions.
- Confers with co-workers to determine impact of database changes on other systems and staff cost for making changes to database.
- Modifies database programs to increase processing performance, referred to as performance tuning.

EDUCATION and/or EXPERIENCE

This position requires the knowledge and skills normally acquired through the successful completion of a BS degree in Computer Science.

- At least 1 years of previous experience working with SQL servers required in an administrative/Analyst role.
- Previous experience dealing with high traffic environments, architecting, building, installing and configuring SQL servers, performance tuning and troubleshooting databases.
- Web applications experience strongly desired.
- Microsoft certification desired.
- Strong interpersonal and verbal communication skills desired.
- Strong technical documentation skills.
- Ability to learn new systems quickly.
- Ability to work in a fast-paced environment and handle multiple priorities.

LANGUAGE SKILLS

Must be able to communicate effectively using verbal or written means.

REASONING ABILITY

Must be able to demonstrate exceptional reasoning skills in day-to-day troubleshooting operations.

CERTIFICATES, LICENSES, REGISTRATIONS

Technical certifications are a plus.

PHYSICAL DEMANDS

The position may require the employee to spend extended periods of time in climate-controlled environments (data centers, server rooms, etc.).

Some lifting of 50 lbs.+ may be required in the mounting and dismounting of equipment. Cabling/wiring operations may create some physically challenging work operations.

The position will require the employee to spend extended periods of time entering and monitoring

data on Personal Computers