INFORMATION TECHNOLOGY
Database Developer Administrator

PURPOSE
The Database Developer Admin (DBD) is responsible for all operational data throughout the Enterprise and the connected data sources, including new data sources and connecting them to a coherent data warehouse, to support business analytics, operations reporting and customer – client data management with various visualization tools.

The DBD works with project management, Operations, Business users and Clients to gather requirements and design, create, and implement database systems based on their requirements and operational needs. The DDA supports existing database servers, data systems and participates in their design, implementation, optimization, and ongoing management and maintenance. This role is vital to HFS’s drive for application availability, scalability and performance. The ideal candidate will have a wide range of experience supporting and interacting with several business units, operations, students, staff, and support teams.

RESPONSIBILITIES
Development 60%
• Provide lead support in the creation and modification of the data warehouse environment
• Review, design, and implement processes to backup, archive, and restore database information.
• Designing logical and physical database structure to facilitate analysis of data from both operational and client perspectives
• Designing Architecture for ETL/SSIS packages and Designing SSIS packages with different data sources (SQL, Flat files and XMLs, etc.) and loaded the data into target source by performing various kinds of transformations
• Development and Deploying of the SSRS reports using reporting services
• Create, design, and maintain coding standards for the views and procedures used by the development staff in the application development process.
• Create, design, and maintain data marts and/or data cubes
• Create and maintain a data dictionary that supports the HFS data structures.
• Prepare functional and technical documentation for data applications and warehouses.
• Maintain a solid understanding of the organization’s data sources to support BI Team.

DB Administration 30%
• Collaborate with the software engineers, systems, subject matter experts, and end-users to provide views of our data in support of business operations
• Communicating with the clients and end-users to gather, document, and track known issues and work with the development staff to solve the identified issues
• Lead the design and development of database(s) to meet customer needs, respond to/anticipate technological innovations, and support the technical infrastructure of HFS.
• Work on the performance tuning of the database and Writing queries used for front-end applications
• Work with system administrators to devise, develop and implement disaster recovery and archiving procedures.
• Maintain Alerts, notifications, Jobs, Job schedules. Monitor SQL server connections and locks and performance to track historical peak load on servers and proactively manage them.
• Maintain database systems and support software, including analyzing, planning, and implementing database maintenance scripts or plans and installing software patches.
• Assist systems administration with the install and tune database-related programs, when possible, also giving guidance for effective use of database features/functions/tools
• Manage database security including account administration, data encryption and network encryption

Administrative 10%
• Maintain environment operations reports for leadership
• Provide support and leadership to department data initiatives
• Provide guidance and feedback on department analytics services
• Other duties may be assigned

IMPACT TO THE UNIVERSITY
This position supports the infrastructure for HFS. HFS supports students with housing and dining, the campus and visitors with dining, conference and meeting space.

POSITION COMPLEXITIES
This position works with diverse, cross-functional teams. The position must be able to communicate technical information and requirements to a diverse group of end-users in an understandable way. The operating environment within HFS IT is complex, with multiple lines of business.

WORKING CONDITIONS
Position works days, Monday through Friday. Hybrid schedule. Able to work from home up to two days a week. Additional work outside regular schedule is required infrequently for special projects and department special events.

SUPERVISION RESPONSIBILITIES
The position has no direct reports but must facilitate work through others including most Business and Technical positions.

REPORTS TO
Technical Manager

MINIMUM QUALIFICATIONS
• Bachelor’s degree in Computer Science, Business Administration or Related. Equivalent combinations of education and experience may substitute for requirements.
• 3 + years’ relevant experience, including some time architecting and developing schemas and stored procedures, and developing ETL, ELT and data warehousing solutions.

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• Programming languages: TSQL/SQL, C#, PowerShell, Java script
• Excellent organizational, analytical, and interpersonal communication skills
• Experience supporting business operations and reporting
• Proficient in the use of a variety of analytic and reporting tools (R, Microsoft OLAP, SSRS, PowerBI, SSDS, SSRS, Etc.)
• Experience with data management and modeling processes
• Endpoints: SSAS, SSIS, SSRS, SharePoint, Web-Apps, and other information delivery platforms
• Experience with analytical skills designing and using cubes and additional reporting and visualization tools
• Familiarity with SDLC/AGILE DevOps environments

DESIRED QUALIFICATIONS
• Data Analysis on the Microsoft SQL platform
• Experience with large data bases
• Experience data marts or OLAP cubes
• Experience with multiple databases (eg, SQL Anywhere, SQL Server, Oracle)
• Experience supporting and administrating an ERP system (Dynamics GP, MAS 200, etc.)
• Microsoft AZURE Database platform, Dynamics 365/Dynamics GP
• Technologies: Kubernetes, Data Lake, Synapse
• Workday, Microsoft CRM, other CMS platforms
• Experience with SharePoint

CONDITION OF EMPLOYMENT
A satisfactory outcome from the employment reference check processes and education verification.