

POSITION DESCRIPTION

TITLE:	Database Administrator
REPORTS TO:	Chief Financial Officer
DEPARTMENT:	Finance, Investment & Operations
STATUS:	Full-time, Exempt
UPDATED:	May 10, 2018

Nature of Work

The Community Foundation of Louisville is seeking a reliable Database Administrator to join our team. We're looking for a college graduate with journey-level skills and a desire to expand his or her skill set and experience. The ideal candidate will be able to function effectively with limited oversight and moderate on-site training. He or she should understand the importance of database integrity in terms of both efficiency and security. The first year of the position will be focused on managing the Foundation's transition to a new software platform. This transition will include data clean-up, integrating new processes for reports and report building, and addressing individual departments' needs. After the first year, the Database Administrator will be the steward of database content, performing periodic audits and regular health-checks.

Essential Duties

- Act as the primary point of contact for our software vendor.
- Monitor and maintain the health and security of database content.
- Train staff on ways to optimize their use of basic workflows and reports, identify best practices for effective usage.
- Create accounts for all users and assign security levels
- Provide end-to-end technical support and problem resolution
- Create database management procedures
- Evaluate data analysis models and procedures
- Coordinates and provides technical training, guidance and resource support for end users
- Performs as a project lead. Provides leadership and coordination on projects
- Assists in developing user documentation and departmental policies and procedures that impact the use of the application systems
- Participate in company's cross-training program

Knowledge, Skills and Talent

- Advanced knowledge of database structure and theory.
- Familiarity with reporting tools.
- Project management principles and techniques.
- Ability to work independently with minimal supervision and assistance.
- Effective oral and written communication skills.

Qualifications and Experience

- Bachelor's Degree in Computer Science or Computer Engineering.
- 2+ years' professional experience or internship.
- Experience with MySQL and MSSQL.
- PostgreSQL certification preferred.
- Experience with either Stellar Technology's iPhi or Blackbaud databases a plus.
- Professional in manner and appearance.
- Personal and professional integrity.
- Previous experience in a professional work environment desired.
- A commitment to the mission, vision and values of the Foundation.
- Welcomes organizational growth and change.

Physical Requirements

This position may require the ability to lift objects of at least 10 pounds in weight. Job duties require approximately 50% sitting/typing and 50% standing/walking. Physical requirements will vary depending upon the specific duties to be accomplished. In addition, it is a requirement of this position that the successful candidate be able to maintain a physical presence in the Louisville headquarters offices regularly and consistently and for the full regular work week. Attendance may be required at special events during normal working hours or outside the normal work week.

Compensation

The position is an administrative, full-time, exempt staff assignment and will be eligible to participate in the Foundation's Employee Health and Benefits Plan as set forth in the Foundation's personnel policies. Compensation will be commensurate with skill level and experience.

The Community Foundation of Louisville is an equal opportunity employer and is committed to a culture that promotes diversity, equity and inclusion. There is no discrimination with regard to hiring, assignment, promotion, or other conditions of staff employment because of race, color, religion, national origin, political affiliation, age, sex, sexual orientation, gender identity, disability or any other legally protected classification.