LA LAW LIBRARY
JOB DESCRIPTION

Title:	**Database Administrator/Developer**
Department:	**Information Technology**
Focus:	**Scanning**
Reports to:	**Information Technology Project Manager**
Position Supervised:	**Scan Aides**
FLSA Status:	**Exempt**
Salary Grade:	
Union Status:	**Not Eligible for Representation**
Effective Date:	

Position Summary

The Database Administrator is responsible for quality control and auditing of databases to ensure accurate and appropriate use and storage of data. Reporting to the IT Project Manager, oversees scan operations both internal and with external partners. Supervises library scan team to assure policies and procedures are followed and a high level or accuracy is maintained. Also provides ongoing assistance in support of daily operation and maintenance of the Microsoft Active Directory services.

Responsibilities and Duties

- Maintain performance, integrity and security of enterprise data
- Review, optimize, and update, as needed, all database collections including financial, patron, vendor, library collection and 3rd party application program interfaces (API).
- Troubleshoot any data inconsistencies between databases.
- Develop, manage, and test back-up and recovery plans
- Monitor hardware to ensure optimal performance
- Assist in the daily management of Microsoft Active Directory.
- Examine and correct scanned files for flawed images, missing pages, and other errors created by library scan aides. Review content of scanned materials to identify specific data to be copied into our custom web-based applications.
- Use web-based applications to identify materials and associate categories, search criteria, etc. to the scanned files.
- Check for accuracy and consistency of data entered and images scanned by library scan aides.
- Communicate discrepancies to supervisor and documents appropriate note fields within custom web-based applications to identify the need for additional re-processing before packaging.
- Handle eBriefs: downloading, renaming, logging, and converting.
- Upload files to FTP server to submit scanned images to other organizations.

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- Create CDs and make backups for archiving purpose
- Other duties as assigned by the IT Project Manager

Position Qualifications

Required:
- Bachelor's Degree from an accredited institution
- 3+ years of experience in database development and support in MS SQL & MySQL Server environments.
- Strong database administration experience in MS SQL & MySQL Server.
- Experience in troubleshooting and resolving database integrity issues, performance issues, blocking and deadlocking issues, replication issues, log shipping issues, connectivity issues, security issues, etc.
- Experience in Performance Tuning and Query Optimization
- Strong knowledge of how indexes, index management, integrity checks, configuration, patching.
- SQL Development – ability to write and troubleshoot SQL Code and design (stored procs, functions, tables, views, triggers, indexes, constraints)
- Experience working with database reporting tools
- Experience developing and managing SQL Server Agent Jobs for data loading
- Excellent written and verbal communication, analytical and strong problem solving skills
- Must possess organizational proficiencies to multi-task with multiple initiatives simultaneously and work in a fast-paced environment under limited supervision with excellent follow-through on detailed tasks
- Highly motivated, self-starting, and committed to achieving results and have a strong sense of ownership and follow-through to resolution
- Experience with digital imaging software
- Experience creating/manipulating PDF/TIF images

Preferred:
- Certification in Database Administration
- XML, PHP, Java Scripting Experience in back-end web development

Work Environment

- Will be working in a busy office environment. Must be able to move between library offices and stack areas.

Physical Abilities Required

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- Lifting ability: Up to 50 lbs. on rare occasions.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Standing, sitting, walking: periods of 15-30 min. May require bending, stooping, reaching, twisting and crawling Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.

Approvals

Immediate Supervisor	**Date**	**Senior Director**	**Date**

Human Resources	**Date**	**Executive Director**	**Date**

<u>**Statement of Employee**</u>

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____Date_____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee

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