



POSITION DESCRIPTION

Title: Database Administrator
Department: Information Technology
Immediate supervisor: Director Information Technology

CORE ACCOUNTABILITY:

As a member of the Information Technology Team, which is a shared corporate service, the Database Administrator supports all areas of the business in meeting their data requirements. Reporting to the Director IT, priorities will be based on corporate level strategic goals. The incumbent will work closely not only with IT Programmer Analysts but also the Quantitative Investment and Applied Research (QIAR) team's Data Scientists, to maintain their growing number of data feeds and multi-terabyte databases.

While remaining focused on system administration, the Database Administrator also provides guidance and support during development initiatives. This can take the form of stored procedures, performance tuning, and data structure optimizations, as examples.

Occasionally, this position will require after hours availability.

MAJOR RESPONSIBILITIES:

1. Minimize downtime and ensure confidentiality, integrity, and availability of data.
2. Manage database access, performance, and recoverability.
3. Implement data administration policies, models, and standards.
4. Plan, implement, maintain, upgrade, and migrate MSSQL server instances.
5. Create and maintain inbound and outbound data integrations.
6. Deploy internally developed solutions to production environments.
7. Provide recommendations regarding IT policies and team procedures.

COMPETENCY PROFILE:

1. Post-secondary certificate or diploma in database administration or related discipline
2. Administrative experience with Microsoft SQL Server.
3. Administrative or working knowledge of MySQL or Hadoop is an asset.
4. Working knowledge of T-SQL, PowerShell, SSIS, SSRS, SSAS, MDS, scripting languages like R or Python, Big Data, unstructured data, machine learning, and deep learning are all assets.
5. Team player, excellent interpersonal, presentation and communication skills.
6. Strong problem-solving, project management, business, and technical analytic skills.
7. Ability to work well under pressure, handle multiple projects simultaneously and meet deadlines.
8. Ability to present computing concepts to non-technical staff.