

Database Administrator

JOB SUMMARY/OBJECTIVES:

The Database Administrator (DBA) is responsible for maintaining, developing and securing EPL's databases. This role includes tracking and resolving issues related to the database and proactively making changes as needed. The DBA reports directly to the Director of Infrastructure.

ESSENTIAL FUNCTIONS:

- Conducts installations and upgrades to the database server and applications
- Allocates system storage and capacity
- Ensures data availability, integrity and security
- Ensures compliance with vendor license agreements
- Maintains archived data
- Recovers corrupted data
- Make recommendations regarding capacity
- Eliminates data redundancy
- Proactively looks for ways to improve performance and efficiency
- Participate in the design of new or changing programs
- Stay current with technical practices and expertise
- Maintain comprehensive knowledge of applications
- Monitor and resolve production issues
- Document processes
- Participate in functional testing for applications and projects
- Develop, implement and maintain tests of programs
- Perform other duties as assigned by management

TECHNOLOGY USED:

- SQL
- AS400
- Salesforce
- JIRA
- Microsoft Office Suite, including Excel & Outlook
- VisiFI applications as required

Security Analyst

KNOWLEDGE, ABILITY AND SKILLS:

- Extensive knowledge of database theory, design and RDBMS
- Understanding of operating systems
- Knowledge of performance for SQL, queries, processes, views, etc
- Ability to learn new information quickly and implement new technologies
- Ability to analyze existing system and recommend improvements
- Knowledge of VisiFI database configuration highly preferred (iPower, Spectrum)
- Ability to make sound judgment decisions based on knowledge and experience
- Ability to select and use training/instructional methods and procedures appropriate to increase the skills of customer and corporate resources alike.
- Ability to exercise independent judgment; set priorities and manage multiple projects.

COMPETENCIES:

- **Active Listening** – Giving full attention to what others are saying, understanding the issue(s), asking appropriate questions and not interrupting.
- **Communication** – Excellent communication
- **Time Management** – Ability to prioritize work items.
- **Adaptability** – Adapting to changes in the work environment; managing competing demands; changing approach to best fit the situation; dealing with frequent change, delays or unexpected events.
- **Initiative** – Volunteering readily; Undertaking self-development activities; Seeking increased responsibilities; Taking independent actions and calculated risks; Looking for and taking advantage of opportunities; Asking for and offering help when needed.
- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale.
- **Analytical** – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

WORK ENVIRONMENT:

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions.

Security Analyst

PHYSICAL DEMANDS:

Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parts, etc.

COMPENSABLE QUALIFICATIONS:

Bachelor's Degree (or equivalent experience). Minimum of two to three years of experience, preferably in the financial/software technology industry. Oracle Certifications strongly preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.