



W S I P C

*Inspired by education.  
Empowered by technology.™*

**WSIPC  
Everett, Washington**

*Invites applications for the position of*  
**Database Administrator**

**June 1, 2017 – Open Until Filled**

**ABOUT THE POSITION**

WSIPC is seeking an individual to provide maintenance and support for enterprise database systems. The position will design, install, monitor, maintain, and performance tune production databases while ensuring high levels of data availability.

**ABOUT WSIPC**

WSIPC is a non-profit cooperative that empowers K-12 schools with a powerful lineup of technology solutions, services, and support. Membership includes 9 Educational Service Districts and more than 280 school districts, who represent nearly 730,000 students in over 1,500 schools. Our product suites for K-12 education include Financial Management, Human Resources and Student information systems delivered from a combined database for each district.

**ABOUT THE COMMUNITY**

The City of Everett, is the county seat of Snohomish County, Washington. Located about 25 miles north of Seattle, Everett is a Pacific-Rim city situated on Port Gardner Bay. Once a mill town built on wood-based industries, today's labor force of more than 80,000 is predominately employed in technology, aerospace and service-based industries.

Residents and visitors enjoy more than 40 parks, trails, golf courses and open spaces. Summer and winter sports opportunities abound at nearby lakes, rivers and campgrounds, the Cascade and Olympic Mountains, Whidbey and San Juan Islands. Everett is home to the AquaSox baseball team, a Class A minor league team associated with the Seattle Mariners. The Everett Events Center, which seats 8,000, opened September 2003 and is home to the Everett Silvertips who are part of the Western Hockey League.

**INDIVIDUAL CHARACTERISTICS**

- Strong customer service orientation
- Personal integrity and honesty
- Strong analytic focus
- Ability to work in a high-paced environment
- Highly self-motivated and directed
- Ability to work in a team as well as independently

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assess and develop long-term strategic goals for production databases in conjunction with data owners and department managers
- Develop database architectures, operation and maintenance standards, and quality assurance policies and procedures

- Create models for new database development and/or changes to existing ones
- Install and configure relevant network components to ensure database access as well as database consistency and integrity
- Respond to and resolve database access and performance issues
- Monitor database system details within the database, including stored procedures and execution time, and implement efficiency improvements
- Design and implement policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets
- Monitor, optimize and allocate physical data storage for database systems
- Plan and coordinate data migrations between systems
- Develop, implement, and maintain change control and testing processes for modifications to databases
- Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts
- Perform database transaction and security audits
- Establish appropriate end-user database access control levels
- Develop routines for end-users to facilitate best practices database use
- Mentor and/or provide guidance to junior members of the team

#### **MINIMUM QUALIFICATIONS**

- College diploma or university degree in the field of computer science and/or equivalent work experience
- Strong understanding of database structures, theories, principles, and practices
- Working technical experience with designing, building, installing, configuring and supporting enterprise class database servers such as Progress and Microsoft SQL Server
- Hands-on database tuning and troubleshooting experience
- Experience with data processing flowcharting techniques
- Project management experience
- Knowledge of applicable data privacy practices and laws
- Strong technical documentation skills
- Ability to conduct research into database issues, standards and products
- Must be professional, ethical and have the ability to maintain confidentiality
- Ability to understand and support the organization's goals and objectives
- Ability to quickly learn, understand, and apply new technologies
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to clearly articulate ideas to both technical and non-technical audiences
- Highly self-motivated and directed
- Excellent attention to detail and high level of accuracy
- Excellent analytical and creative problem-solving skills
- Effectively prioritize and execute tasks in a high-pressure environment
- Exceptional customer service orientation
- Effectively work in a team-oriented, collaborative environment
- Ability to work additional hours to meet deadlines
- Ability to travel occasionally in or out-of-state, some overnight travel

### **TERMS OF EMPLOYMENT**

- This is a fulltime position
- Annual salary is based on qualifications and experience
- WSIPC provides a comprehensive benefit package, for details visit: <http://www.wsipc.org/about-us/careers/>

### **APPLICATION INSTRUCTIONS**

Application materials must include the following in order to be considered for the applicant pool:

1. Cover letter which addresses the qualifications listed above
2. Resume listing previous employers, employment dates and responsibilities applicable to the position
3. **E-mail application materials to** [employment@wsipc.org](mailto:employment@wsipc.org)

EOE

Reference 170601