



ALFRED STREET BAPTIST CHURCH

Job Description

JOB TITLE: Church Database Administrator

Reports To: Information Technology Manager
Prepared by: Human Resources

FLSA Status: Exempt
Date: December, 2018

SUMMARY:

Under the direction of the Information Technology Manager, the Church Database Administrator will be responsible for all aspects of database administration at ASBC. The DBA will play an integral role in relation to data integrity, check-in, and reporting. The DBA will also maintain the Church's database systems ensuring the performance, scalability and integrity of databases across the ASBC campus. This role will include managing day to day functions and usage of the Church's database, involvement in the planning and development of data structures, and troubleshooting any issues on behalf of employees, volunteers and other users. Requirements include having a clear understanding of relational database concepts and constructs, being able to "consult" with ministry representatives to understand their data requirements, working with our managed service provider to optimize our database structure and reporting capabilities to meet our needs, and championing the accuracy and integrity of our data. This is a full-time, exempt position which reports directly to the IT Manager

Job Description:

- Monitor and maintain Database system health and security
- Recommend technology enhancements to improve effectiveness and efficiency, and oversee software /hardware implementation projects; including system upgrades/conversion
- Ensure ongoing effective implementation of database
- Design backup process for server and associated data
- Create accounts for all users and assign security levels
- Provide technical support and problem resolution
- Periodically purge database to ensure information is accurate and current
- Be the onsite expert and interface for ACS and other Support technicians
- Create and maintain database user guidelines and policies
- Train staff and volunteers to use database in its various capacities
- Provide day-to-day assistance for users
- Address administrative support staff monthly regarding database updates and effective use
- Anticipating the growth needs of the church, evaluate and audit database processes and policies periodically, seeking the most efficient and effective use of the database for the future of the church

- Customize database by writing code to meet users' needs
- Maintain relationships with 3rd party vendors

THE IDEAL EMPLOYEE WILL:

- Be well organized and detail-oriented
- Display discretion when dealing with confidential information
- Exercise discernment and maturity, reflecting a Godly spirit
- Function well with co-workers, treating them with honor and grace
- Embrace a strong work ethic, working well with minimal direction
- Show a teachable and open attitude
- Reflect a commitment to personal growth and innovation
- Expect to be accountable for productivity during work hours
- Maintain a "customer service" attitude at all times
- Help to clearly communicate existing policies through consistent application

QUALIFICATIONS:

- Associates or Bachelor's Degree required
- 1+ years working knowledge with SQL
- 1+ Years working knowledge with SQL Server Reporting Services (SSRS)
- 1+ years working knowledge with CHMS
- Proficiency in Microsoft and Apple software products
- Exchange and Active Directory experience a plus
- IT help desk and troubleshooting experience with Mac and PC a plus
- HTML/CSS experience a plus

Experience with These Church Management Software is a plus:

- ACS Technologies
- Seraphim CHMS
- ServantKeeper
- Realm
- Elexio
- PowerChurchSoftware
- Others

Salary Grade: 08

Equal Opportunity:

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

How to apply: Please submit a cover letter and resume to Human Resources, Shelena Hollinger, Human Resources Manager, 325 South Patrick Street, Alexandria, Virginia 22314 or email careers@alfredstreet.org