

<b>Job title</b>	<i>ERP Database Administrator</i>
<b>Reports to</b>	<i>Manager of Business Technology</i>

### Job purpose

The ERP Database Administrator is responsible to develop, test and implement solutions that efficiently and effectively integrate with ERP and production systems to fulfill business objectives. Design and update software database. Implement data models and database designs, data access and table maintenance codes; resolve database performance issues, database capacity issues, replication, and other distributed data issues. This role will be responsible for system audits, conduct testing for business processes, and provide training for all users. The role will also be responsible for evaluating, responding, and troubleshooting ERP application issues within a timely and professional manner.

### Duties and responsibilities

- Identify and resolve system issues using ERP solutions.
- Identify ideas to improve system performance and impact availability.
- Experience with SQL, and an understanding of PowerShell, HTML5, CSS3, JavaScript, Java, Python, C++, or other programming language(s).
- Initiate and lead ERP related projects and provide day to day support.
- Support integration of changes in test, preproduction, and production environments, evaluating problems and determining required course of action.
- Clearly and regularly communicate with management and technical support colleagues.
- Translate logical data models into physical database designs and develops physical databases and assists in establishment of database system flows.
- Develop and maintain enterprise data documentation, metadata models and database requirements that are provided to system administrators.
- Develop and improve reports, dashboards, and supporting process flows to provide reliable, accurate, and timely visibility into our business.
- Test, maintain and recommend software improvements to ensure strong functionality and optimization.
- Monitor, analyze, troubleshoot, and resolve application and database performance and calibrate Database Management Systems (DBMS) parameters ensuring optimal database performance and availability.
- Maintain development, production, and testing environments.
- Independently install, customize, and integrate commercial software packages.
- Plan and manage the migration of databases.
- Install, configure, and maintain the database management systems software.
- Build scripts automating the daily operations of database management.
- Monitor transactions between application systems and the database for the purpose of identifying and improving inefficiencies.
- Implement database backup and recovery procedures.
- Control privileges and permissions to database users and assure appropriate information security is applied in all tasks.
- Provide production support/database access 24 hrs. X 7 days a week. Conducts level 2 support.
- Research and evaluate emerging database technologies.
- Interacts with Managers and other departments on daily operations and ERP problems.
- Provides training of ERP system to users.
- Assist users in resolving problems and answer questions with minimal supervision.
- Perform related duties based on departmental need. This job description can be changed at any time.
- Other duties as assigned.

## Qualifications

Qualifications include:

- Bachelor's Degree in related field.
- Six (6) years of relevant work experience and/or other specialized training can be used in lieu of education requirement.
- Excellent communication skills, verbal and written.
- Highly responsive to calls and emails.
- 3+ years' experience in a hands-on role supporting one or more systems (preferably manufacturing).

## Working conditions

Requires working in open office with occasional visits to shop floor.

## Physical requirements

See Physical Demands Requirements

## Direct reports

None

## Quality Authority Level

Low – Fact gatherers who report information to those in medium and high authority level

## Computer Employee Exemption

Earns no less than \$1,211 / wk. or \$30.28 / hr.

Employed as a computer systems analyst, computer programmer, software engineer or other similar skilled worker in computer field.

Primary manages:

- 1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- 2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- 3) The design, documentation, testing, creation, or modification of computer programs related to machine operating systems; or
- 4) A combination of the duties, the performance of which requires the same level of skills.

## Approvals:

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

President: \_\_\_\_\_

Date: \_\_\_\_\_

**Analysis of Physical demands of:**

Physical Demand Level:   X   Light        Medium        Heavy

Physical Requirements (include weight where applicable):

	Occasionally	Frequently	Constantly	Weight
Sit			X	
Stand	X			
Walk	X			
Lift	X			10 - 30 LBS.
Carry	X			10 - 30 LBS.
Reach	X			
Bend / Twist	X			
Grip	X			
Push / Pull	X			
Squat	X			
Climb	X			
Above Head	X			
Kneel	X			
Stoop	X			

Can job duties be modified to accommodate prescribed work restrictions? **Not generally, however, will evaluate each incident based on type of restrictions and length of time. Decision based on work currently available.**

**Tools / Machines Used:** Keyboard, computer, phone, handwriting notes and filling out documents as needed. May plan, organize, communicate and implement special department events. While performing the duties of this job, Team Member is regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Yes, Team Member is safe to work with the above job duties**

\_\_\_\_\_ **No, the Team Member is not safe to work with the above job duties. Please state what the Team Member is capable of doing along with duration of time and any weight restrictions (i.e. how long they can stand, how much they can lift, can they climb, bend, twist, grip, squat, etc.) How long will they need accommodations?**

**Physician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Physician's Name (\*Please PRINT):** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Name of Physician's Practice:** \_\_\_\_\_

**Address of Practice:** \_\_\_\_\_

**Physician's Note:** \_\_\_\_\_

Light Work: Exerting up to 20 lbs. of force occasionally, and or up to 10lbs. frequently.

Medium Work: Exerting up to 20 – 50 lbs. of force occasionally and or 10 to 15 lbs. frequently, and or up to 10 lbs. constantly to move objects.

Heavy Work: Exerting up to 50 – 100lbs. of force occasionally, and or 25 - 50 lbs. frequently, and or 10 - 20lbs. constantly to move objects.

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists for 1/3 or 2/3 of the time.

Constantly: Activity exists 2/3 or more of the time.