

**Oklahoma Farm Bureau & Affiliated Companies
Job Description**

Job Title: Database Administrator 1		Department: Information Systems	
Accountable to: Programming Manager		Issued: 2020	Revised: 05/2024
Grade Level: 13	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Position Details: <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

Job Title: Database Administrator 1

Primary Purpose:

Responsible for extracting and copying business data and loading it into our data warehousing environment according to the business requirements. Test the performance of the system and troubleshoot any problems. Maintain quality control standards, and recommend any necessary changes.

Essential Duties and Responsibilities:

- Coordinating complex developments or **revisions in Databases, stored procedures/ reporting**, and implementing technical functions to achieve desired results.
- Design and code the data warehousing system to desired company specifications, conduct preliminary testing and ensure data quality and accuracy.
- Conduct program tests, resolve technical issues through debugging, and develop complex program documentation.
- Analyze and recommend new procedures and techniques to improve the supported systems.

Technical Skills:

- SAP Data Services or SSIS – ETL basic parts, data source connections, workflows, dataflows, validations, conversions, loops, error output, troubleshooting.
- Good knowledge of datatypes, data type conversion, and different types of data sources (ODBC, Excel, text, XML).
- Mastery of SQL – SQL Server and mySQL, including stored procedures and best practices.

- Data warehouse design, star schema, slowly changing dimensions, and bridge tables for many-to-many relationships.
- Relational database and table design, data modeling, and entity-relationship-design.
- Some DBA knowledge – SQL Server jobs, user permissions, indexes, linked servers, and SQL Server logs.
- Power BI

Qualifications:

- Knowledge and development equivalent to the completion of a four-year college degree with coursework in computer science or related fields.
 - Bachelors in Computer Science, Information Technology, or a related field.
- Extensive knowledge of IT concepts, principles, theories, and functions of computer systems.
 - Proven analytical and problem-solving
 - Data mapping and reporting
 - Experience with ETL development.
 - Process / workflow documentation
- Proficiency in warehousing architecture techniques.
- Experience in P&C Insurance and working with a small development team desired.
- Other Requirements:
- Ability to read and interpret. Ability to write routine reports and correspondence.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Proficiency in computers and computer systems including hardware and software.
- Mastery of SQL Server and MySQL, experience with data mapping and reporting tools, strong analytical and problem-solving skills, and excellent communication and teamwork abilities.

Database Administrator 1 Responsibilities:

- Monitor database performance, conduct regular performance tuning, and optimize queries for maximum efficiency.
- Develop and implement database backup and recovery strategies, manage and optimize databases, and install, configure, and upgrade database software.
- Implement cybersecurity measures to protect data integrity and comply with best practices in database management.
- Maintain clear and comprehensive documentation related to database configurations, processes, and procedures.

- **Competencies:**

- Initiative
- Planning/Organizing
- Adaptability
- Interpersonal Skills
- Oral Communication
- Written Communication
- Teamwork
- Business Acumen
- Organizational Support
- Professionalism
- Quality Control
- Attendance/Punctuality
- Dependability