Database Administrator

Charles B. Wang Community Health Center is seeking to hire a full-time Database Administrator in Chinatown.

Job Description:

The Database Administrator is responsible for organization database management, maintenance, and optimization; organization data integrity and stability; and database programming.

Primary Responsibilities:

- Configure and manage SQL Server database instances
- Establish database backup and restoration plan
- Perform database restore from backups and/or transaction logs
- Monitor and optimize database performance
- Configure and manage log shipping, backups, and database replication
- Troubleshoot database and connectivity issues
- Provision of new database objects (tables, views, stored procedures, indexes, jobs, etc.)
- Establish and maintain hardware and software standards
- Perform SQL Server upgrades
- Maintain data integrity and compliance
- Create and maintain connectivity between SQL Servers and various data streams
- Code, update, and modify customized application database programs (SQL, Access, .NET, Power BI, etc.)
- Database reporting
- VB, SQL programming/scripting
- Data conversion
- Program and software modifications (3rd party databases)

Shared Responsibilities:

- Domain client/server maintenance
- Enterprise systems planning and rollouts
- User support and training
- Disaster recovery planning
- Report delivery mechanism
- Reporting criteria analysis
- Reporting template design
- Special programming projects
- Other duties as assigned

**Minimum Qualifications:**
- Bachelor's degree in Computer Science or related field
- 5+ years of experience with database management and reporting required
- Experience with Business Intelligence
- Experience in the healthcare industry
- Bilingual in English/Chinese preferred

**Benefits:**
The Health Center provides a generous employee benefits package so you can focus on doing great work. That includes:

- medical insurance
- employer-paid dental and life insurance
- retirement savings plan
- flexible spending accounts for transit, parking, health, and dependent care
- paid time off (28 days for the first year of employment), and
- tuition reimbursement for eligible employees