

## **Role: SQL Database Administrator**

WHS will be assessing ongoing needs during that window and may choose to extend the contract.

### **Top Skills & Years of Experience:**

4 to 7+ years of experience in the following:

- Strong knowledge of T-SQL, query optimization, and performance tuning.
- Experience in database backup and recovery strategies.
- Scripting and automation skills (e.g., PowerShell).

### **Nice to have:**

- Microsoft SQL Server certification (e.g., MCSE: Data Management and Analytics).
- Experience with other database systems (e.g., MySQL, Oracle).
- Familiarity with cloud-based database platforms (e.g., Azure SQL Database).

### **Full job description:**

#### **Description**

The Information Technology Department at the Wisconsin Historical Society manages the technology and computer infrastructure that drives the Agency's business systems and automation requirements. The IT department maintains and implements systems and web applications that support the business needs and mission of the Wisconsin Historical Society.

Under the general supervision of the Chief Information Officer the Database Administrator is responsible for maintaining and enhancing Microsoft SQL Database servers and databases. This position will play a crucial role in a challenging project to migrate applications and databases from one datacenter to another while establishing best practices for database management. Post migration there will be an emphasis on optimizing database performance and security as well as backups and disaster recovery.

The Database Administrator will work closely with web developers, Business Intelligence and Data Analysts, and other cross-functional teams to deliver optimized performance and reliability across a range of database implementations.

#### **Responsibilities:**

The MS SQL Database Administrator will be responsible for managing and maintaining our Microsoft SQL Server databases, with a primary focus on the successful execution of a datacenter migration project. This individual will play a critical role in ensuring data integrity, performance, and security while establishing and adhering to best practices for database administration.

- Support the effort to migrate databases from one datacenter to another, ensuring minimal application downtime and data loss.
- Plan, design, and implement database infrastructure that meets project requirements, supports future growth and addresses technical debt.
- Monitor and optimize database performance, troubleshoot issues, and ensure the availability of data to end-users.
- Implement and enforce best practices for data security and access control, including backups, encryption, and access permissions.
- Collaborate with cross-functional teams, including application developers and system administrators, to ensure seamless integration and data consistency.
- Create and maintain documentation of database configurations, procedures, and policies.
- Consult with Business Intelligence and Data analysts on data warehousing and data pipelines.
- Automate routine database maintenance tasks to improve efficiency and reliability.
- Stay current with Microsoft SQL Server updates and industry best practices, providing recommendations for improvements.

- Perform periodic audits of database systems to identify and mitigate potential vulnerabilities.
- Implement best practices and operational standards in support of core organizational functions
- Development of technical documentation and subsequent revisions
- Provide regular status updates to PMO and stakeholders
- This position is expected to participate in cross-functional teams in needs assessment, gathering business requirements, design, testing, implementation and post-production support and evaluation.

### **Knowledge, Skills & Abilities**

1. Proven experience as a Microsoft SQL Database Administrator, with a strong understanding of SQL Server versions (2014 and later).
2. Experience in database migration and/or datacenter relocation projects.
3. Strong knowledge of T-SQL, query optimization, and performance tuning.
4. Experience in database backup and recovery strategies.
5. Scripting and automation skills (e.g., PowerShell).
6. Familiarity with security principles, including encryption, authentication, and authorization.
7. Ability to work independently and as part of a team, with excellent communication and collaboration skills.
8. Knowledge of industry best practices and a commitment to implementing them.
9. Ability to work in a team and collaborate effectively with cross-functional teams.
10. Strong problem-solving skills and attention to detail.
11. Ability to conduct research into systems issues and products as required.
12. Ability to communicate ideas in both technical and user-friendly language.
13. Strong analytical and creative problem-solving abilities.
14. Ability to effectively prioritize and execute tasks in a high-pressure environment.
15. Strong customer service orientation.
16. Ability to quickly master new technologies as needed.