



Job Title:	Database Administrator Level I
Reports To:	Director of Health Information Technology
Department:	Health Information Technology
FLSA Status:	Exempt
Travel:	30%
Supervisory Duties:	None
Work Schedule:	Full Time (40 hours per week) Variable

Job Summary

This is an entry level position designated to support Bay Clinic's database environment for all business operations. The role of the Database Administrator is to provide day to day, and strategic support of SQL server, managing all aspects of the environment to include the application, underlying operating system and hardware, content, workflow design, reporting, training, and project management.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Manages databases, and related maintenance processes. To include backup, recovery, and optimization.
- Lead and/or support projects and tasks related to databases, interfaces, and analytics. To include implementing various vendor interfaces and developing reports to support business operations.
- Collaborate with staff on policy and procedure development and review as it pertains to Bay Clinic's database environment.
- Collaborate with HIT personnel to address database environment hardware, software, and administrative needs.
- Demonstrate strong communication, organization, time management, and project management skills.
- Demonstrate excellent customer service/collaboration skills.
- Demonstrate ability to multitask and work well under pressure and within timelines.
- Independently motivated to seek knowledge in areas pertaining to their current position.
- Performs other duties as assigned.

Qualifications

- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Communication, Oral English - Ability to communicate effectively in English.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Ability to Multitask - Ability to Multitask
- Project Management - Ability to organize and direct a project to completion.

Skills & Abilities

Education: Associate's degree or equivalent experience in technical related field.

Experience: Zero to two years in the field or in a related area.

Computer Skills: SQL programming experience is highly preferred. Microsoft SQL Service Reporting Services (SSRS) experience is highly preferred. Experience with QSI/NextGen applications is highly preferred. Dell and HP Server hardware experience is preferred. Microsoft Windows Server experience is required.

Other Requirements: Experience administering database Management Systems (DBMS) is highly preferred. Project management experience is highly preferred. Experience working with desktops, servers, and operating systems is preferred. Experience in a FQHC environment is preferred.

Working Conditions

Health clinic environment with possible exposure to airborne and bloodborne pathogens.

Physical Requirements

Stand for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	C	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	O
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	O		

Crawl	O	Push/Pull	
Squat or Kneel	O	12 lbs or less	F
Bend	F	13-25 lbs	F
Grasp	O	26-40 lbs	O
Speak	F	41-100 lbs	O

Other Physical Requirements

- Vision

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*