**MESSA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.**

**MS 22-20-21**

**DATE OF POSTING:** May 26, 2021

**TERMINATION DATE FOR APPLICATION:** June 3, 2021

**POSITION: DATABASE ADMINISTRATION MANAGER**

**COMPENSATION/BENEFITS:** Grade M9

**STAFF RELATIONSHIP:** Responsible to David Hnath

Network & Information Security Manager

**EMPLOYMENT DATE:** As soon as possible

**SEND APPLICATION AND RESUME TO:** **Human Resources Department**

Michigan Education Association

1350 Kendale Blvd., P.O. Box 2573

East Lansing, MI 48826-2573

**BASIC PERFORMANCE EXPECTATIONS:**

This position is responsible for the overall management, maintenance, and performance of corporate databases to ensure a seamless flow of information throughout the business while considering both back end data structure and front end accessibility for end-users.

The Database Administration Manager will work with information technology personnel, staff from MESSA, MEA, MEA Financial Services, MEA Staff Retirement, and IT service providers to assure efficient and effective development, scalability, security, and reliability of the database environments.

This position may supervise support staff.

**ESSENTIAL DUTIES:**

Duties include a mixture of infrastructure, operations, application, analytics and management.

Infrastructure and Operations:

* Oversee, enable and empower the database team to design, configure, implement and administer secure database technology to support the enterprise infrastructure and business objectives.
* Manage database upgrades, architecture, scalability and improvement projects including the selection of IT service providers, negotiation of costs and services, and monitoring their performance.
* Assist in the transformation to an enterprise cloud services portfolio and embrace the use of new technologies.

**Database Administration Manager**

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**ESSENTIAL DUTIES *(continued)*:**

* Drive continual improvements by generating operational metrics and efficiency using automation.
* Work with the database team to identify and resolve all issues related to database systems to ensure that services are online and without unscheduled interruption.
* Build and manage the database disaster recovery and backup plan.

Application and Analytics:

* Partner with development teams to design data management and governance protocols, manage the information lifecycle, and data integration controls.
* Translate business requirements and functional specifications into technical requirements that support integrated and sustainable database systems.
* Understand business strategy and cascade business intelligence needs to the database level.
* Work with developers on reporting, extracting, transforming and loading processes.
* Develop and maintain complex models and logical database designs.
* Collaborate with developers on application database performance tuning.
* Evaluate new database tools, analyze user needs, and present findings to upper-level management.
* Explore data management technologies including augmented data management, machine learning, graph databases, artificial intelligence, natural language processing, document stores, time series analysis, and predictive analytics.

Management:

* Lead, inspire, manage, mentor and provide effective feedback to team members to maximize their potential and professional growth as well as their ability to function effectively as a team.
* Prepare and manage budgets for database technologies, including cloud financial governance.
* Establish policies and procedures to maintain data confidentiality, integrity and availability that are aligned with corporate information security compliance requirements.
* Represent database technologies when negotiating service agreements with affiliates and external service providers.
* Provide guidance, training and support regarding database technologies specific to job roles.
* Perform other duties of a similar nature or level.

**MINIMUM REQUIREMENTS:**

Bachelor’s degree in computer science or a related information technology field.

Eight years of experience in the information technology field with five years of experience in design, implementation and maintenance of enterprise-class Microsoft SQL Server and/or Azure SQL Database environments.

Demonstrated knowledge of:

* Relational database management system structures, principles, and practices
* Data modeling and schema design
* Data warehouses, data marts, data lakes, and blockchain technology
* Cloud databases and analytics

**Database Administration Manager**

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**MINIMUM REQUIREMENTS *(continued)*:**

* Business intelligence and artificial intelligence
* Mapping application requirements to database needs in order to optimize for scale, performance, and cost efficiency
* Virtualization and containerization using Microsoft and VMware products and services
* Information security and data governance principles and practices
* Managerial principles and practices
* Project management principles and practices

Demonstrated ability in:

* Monitoring and evaluating employees
* Delegating and prioritizing work
* Managing projects, overseeing diverse functions simultaneously and effectively responding to constantly changing priorities
* Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of goals
* Applying interpersonal skills to interaction with coworkers, supervisor, consultants, the general public, etc. sufficient to exchange or convey information and to give and receive work direction
* Communicating technical information to a non-technical audience

**PREFERRED REQUIREMENTS:**

Certifications in database administration, IT service management, project management and information security.

Experience working in a regulated environment (HIPAA, GLBA, PCI).

April 23, 2021