Database Administrator

HOW THIS JOB IMPACTS THE OBJECTIVES AND MISSION OF THE BANK

Crestmark Bank has five primary business objectives for the niche it serves, which is small to medium sized companies that do not have access to traditional bank financing resources.

Profitability – Growth – Culture – Control – We Help

PROFITABILITY
The Database Administrator contributes to profitability by ensuring the stability, scalability and efficiency. The DBA also assists the BI and Development groups with tasks related to the databases.

GROWTH
The Database Administrator participates in the growth of Crestmark by ensuring that our systems have the ability to handle the new growth. That the system is efficient in processing so as we grow there are not issues.

CULTURE
The Database Administrator strengthens Crestmark’s culture by always presenting a professional and positive image to other employees and understanding how technical issues impact them. With this understanding, the Database Administrator provides quick responses showing our “We Help” attitude and mentors other team members.

CONTROL
The Database Administrator shows control by ensuring they follow all Bank and IT policies and ensuring Crestmark employees follow these as well when working with them. Additional control is added by ensuring that information stored within the databases are properly secured from security risks.

WE HELP
The Database Administrator shows the “We Help” attitude by proving knowledgeable and quick responses to team members. When working with others outside of IT they ensure they communicate in a way that is effective for all employees.
Employee Job Description

JOB SUMMARY
The Database Administrator is responsible for the management of the databases used by the applications throughout the Bank. Ensuring the databases are always available and working to the highest levels. Well also ensuring the systems are configured to industry standards and the highest levels of security.

DUTIES AND RESPONSIBILITIES

- Manage SQL Servers
  - Maintain servers to current supported versions and patch levels
- Configure SQL Servers to ensure security is proper
- Configure SQL servers for optimal work load as well as growth
- Test new versions of SQL to ensure our current applications work with them
- Review new features in SQL and determine if they can benefit the Bank and how to best implement them
- Work with System and Network Engineers to ensure we are using the best features to provide the highest level of DR/BCP options
- Work with Developers to assist with database design and query
- Work with the BI group to create views for projects
- Document new processes to assist the users and other IT staff
- Work with Vendors on Updates, Bug fixes, or patches to systems.
- Assist with Application installs that involve SQL databases
- Assist with testing of applications, products or hardware.

QUALIFICATIONS AND REQUIREMENTS

- 3+ Years’ experience at the Database Administrator position or similar role
- Ability to work with employees ranging in technical knowledge
- Excellent communication skills
- SQL Server installation, management, maintenance
- SQL View, Stored Procedure, SSIS, SSRS
- Ability to lift up to 30 lbs.

DISCLAIMER
This job position performs other assignments and duties as deemed necessary by Crestmark. The contents of this job description may change as deemed necessary by Crestmark.