

POSITION DESCRIPTION

DATABASE ADMINISTRATOR

News Distribution Network, Inc. (NDN) www.newsinc.com is headquartered in Atlanta, Georgia. NDN's centralized, multimedia-serving platform enables the broad distribution of news, business, finance, travel, entertainment and sports content for the online newspaper, magazine and radio markets. NDN's platform eliminates significant infrastructure and operating costs while enabling revenue growth.

THE POSITION

The Database Administrator (DBA) position will be based in Atlanta at NDN's headquarters, and will report to Jamal Lacour, Director of Software Development.

DBA RESPONSIBILITIES

- Design and document database architecture including overall data model for NDN applications and reporting
- Design data warehousing and business intelligence platform.
- Set up data sharing and disk partitioning.
- Maintain and improve the SQL Server Reporting Services as business needs evolve.
- Create shell scripts for task automation.
- Analyze, consolidate and tune database for optimal efficiency and performance
- Monitor systems and platforms for availability.
- Oversee backup, clustering, mirroring, replication and failover.
- Restore and recover corrupted databases.
- Install and test upgrades and patches.
- Implement security and encryption.
- Provide 24/7 support for critical situations.
- Evaluate and recommend new database technologies.

SYSTEM ADMINISTRATOR RESPONSIBILITIES

- Provides system support for customer facing systems and associated development environment, i.e., development, staging and production, MS SQL, IIS, and Amazon Cloud EC2).
- Serve as the primary build manager for production code deployments.
- Identify, implement, and execute a patch/update strategy for servers.
- Configure, deploy, and scale Windows-based EC2 instances and Windows-server based software.
- Monitor the uptime of server infrastructure and is available 24/7.
- Perform regular maintenance across production backend for backups, upgrades, etc.

EXPERIENCE

- Microsoft Certified SQL Database Administrator.
- Preferably have MSCE or related certification.
- Highly skilled in Windows Server 2008 administration
- 5 or more years experience as a Microsoft SQL Server Database Administrator with significant SQL Server 2000/2005 production experience, knowledge of SQL server 2008.
- Skilled in creating and maintaining maintenance scripts for databases design and implementation, and participating in the disaster recovery process and database backups.
- Adept at performing system optimization and improvement planning including, but not limited to, SQL Server database performance analysis, capacity planning, system sizing and ongoing maintenance/tuning ensuring maximum performance. Develop and implement security policies.
- Familiar with the EC2/S3 environment.
- Accomplished as a Programmer in C#, .NET technologies is a definite plus.
- 5 or more years experience as a Transact SQL Programmer.

- Proven track record of hands-on support of large databases including, but not limited to, monitoring, re-indexing, general database maintenance, extract-transformation-load, backup/recovery, documentation, and configuration.
- Proficient in automating, maintaining, and updating ongoing operational processes.

KNOWLEDGE

- Windows 2003 and 2008 server operating systems.
- Open database architecture, open systems architecture, SQL, and client server technology.
- Windows application extension and integration, including GUI development and implementation.
- High availability architecture including clustering, data replication to multisite, transaction log shipping, database mirroring, hands-on knowledge with MS SQL SERVER 2005/2008. Business Intelligence offering products Analysis Services, Reporting Services and Integration Services.
- IIS 6/7 administration, performance tuning, configuration, and web application management.

PERSONAL TRAITS

- A highly motivated, self-starter. Operate with a sense of urgency and value accountability.
- Very strong communication, teamwork and reporting skills.
- Conduct him/herself with a high degree of integrity.

EDUCATION

Bachelor of Science in Engineering, Computer Science or Math at a minimum.

COMPENSATION

Compensation package includes base salary, stock options and benefits.

CONTACT

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NOTE: This job description is not intended, and should not be construed, to be a complete list of all responsibilities, skills, and efforts associated with the position. It is intended to be an accurate reflection of the principal elements associate with the position.