Database Administrator / System Administrator

MetaLINK Technologies is looking for the below hire:

Under general direction: Administers MSSQL database server(s), designs queries, reports, and scripts; designs, supports, maintains, and evaluates computer systems; installs, configures, and maintains both physical and virtual computer servers; performs other related duties as assigned.

DUTIES AND RESPONSIBILITIES

Database Administration

- Experience with Database Administration for MSSQL Server.
- Knowledge and experience with SQL queries and scripts.
- Experience incorporating SQL queries in reporting software.
- Experience in troubleshooting and resolving database problems.
- Experience in Performance Tuning and Optimization (PTO), using native monitoring and troubleshooting tools.
- Experience with backups, restores and recovery models.
- Experience in implementing operational automation using scripts.
- Knowledge of indexes, index management, and statistics.
- Experience working with Windows server, including Active Directory and proper disk configurations.

Systems Administration

- Oversees the day-to-day operation of computer networks including hardware/software support, training, and special projects
- Introducing new computer systems into current setups for optimum IT functions.
- Troubleshooting IT systems when there is an issue reported by computer users.
- Performing a check to make sure all systems are working fine and up to date.
- Carrying out data backups and administration.
- Installing and maintaining software updates periodically
- Assists in providing network and remote connectivity hardware/software support
- Support logs and other related information; researches and recommends network and server hardware and software
- Assists in installing, designing, configuring, and maintaining system hardware and software
- Assists in planning, coordinating and consulting with vendors and clients for hardware/software purchases, product services and support; recommends and specifies the purchase of related products and services; keeps current regarding new hardware/software products for system enhancements

MINIMUM QUALIFICATIONS

Education

Any combination of education and training equivalent to possession of a bachelor's degree in computer science, information engineering or other related areas; such education should be at a level which demonstrates the ability to perform duties comparable to those listed herein. Possession of a Network Administration Certificate is preferred.

Training and Experience

Experience in all areas of local and wide area networks management and administration including system configuration, setup, troubleshooting, planning, designing, implementation, and user support; experience installing and supporting Microsoft server technologies.

Knowledge of:

- Standard operating systems
- Software packages, and software utilities
- Proper records maintenance and storage for local and distributed environments.

Skill and Ability to:

- Provide technical support to users
- Administer day-to-day operation of networks and servers
- Communicate effectively in both oral and written form
- Explain technical concepts in non-technical terms to clients and staff
- Read, interpret and apply technical instructions
- Keep current by reading, interpreting, and applying information on technological changes and updates
- Prepare clear and concise written communications
- Research technical manuals and guides to respond to user questions
- Prioritize requests, organize, schedule, and coordinate a variety of activities and projects
- Ability to learn new software and hardware packages
- Adapt to changes in technology
- Work independently and as a team member
- Establish and maintain cooperative working relationships with all those contacted during the course of work.

Other Characteristics

- Possession of a valid driver's license
- Ability and willingness to travel on work assignments
- Willingness to work additional hours during the week and/or weekend, if required.

Language Skills:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Please email resume to humanresources@metalink.net to apply.

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