

Ethiopian Community Development Council, Inc.
901 S. Highland Street, Arlington, Virginia 22204

JOB ANNOUNCEMENT

Position: Database/Application Administrator
Reports to: IT Manager
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary: The database/application administrator works with ECDC staff and database programmers and ensures that the database is functioning in proper order and updated on a regular basis.

KEY RESPONSIBILITIES

- Administers all ECDC Database applications (PC, RP, MG, ACC, Finance, IOM Travel).
- Responds in a timely manner to user-reported errors.
- Liaising R&P, MG, and PC program officers and database programmers.
- Ensures that the database is adequately backed up and able to be recovered in the event of data loss and/or damage.
- Prepares SOPs and user manuals for all applications.
- Run queries upon request by Program Staff
- Manages user account creation, editing, and deleting as needed.
- Serves as the primary ECDC affiliate contact for the online database, providing technical assistance to the affiliate network, as needed.

QUALIFICATIONS AND COMPETENCIES

- 5+ years working as a Database Administrator or a related role.
- Strong query coding expertise. You can write a query to do almost anything.
- High-level expertise with SQL DBA.
- High-level expertise in Visual Studio.
- High-level expertise in Microsoft Azure, ASP.NET, C# programming language, HTML, and CSS.
- Good understanding of database administration and maintenance.
- Hands-on experience with documentation, processes, and purposes.
- Ability to think outside the box to come up with new, insightful, and innovative ways to ask/answer questions and share them with colleagues.
- Commitment to and experience in establishing and promoting best practices and standards.
- Experience with server installation and maintenance.
- Experience with an IIS web server.
- Ability to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Advanced certification as an MCDBA or MCSD for .NET is advantageous.

- Ability to think outside the box to come up with new, insightful, and innovative ways to ask/answer questions and share them with colleagues.
- Commitment to and experience in establishing and promoting best practices and standards.
- Ability to manage multiple assignments.
- Ability to exercise initiative and judgment and make decisions within the scope of assigned responsibilities.
- Ability to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Ability to work evening and weekend hours occasionally.
- Must have a driver's license and good driving record.

BENEFITS. ECDC offers an excellent benefits package including health, dental, life, and disability insurance, paid holidays, vacations, and sick days as well as a generous retirement plan.

TO APPLY. Submit by fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to hr@ecdcus.org. No telephone inquiries, please.

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