

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

ECDC was established in 1983 as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area. In 1991, ECDC became the first CBO authorized by the Department of State to resettle refugees through its affiliates located across the U.S. ECDC is involved in resettling and assisting refugees and immigrants to lead a life of dignity, attain self-sufficiency, and integrate successfully into their new communities in the U.S. while promoting education and equitable access to resources, opportunities, and services in Africa. Since then, ECDC has resettled over 66,000 refugees from around the world through its affiliates and branch offices.

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, and IOM Travel).
- Provides a full range of database administration support for the Microsoft SQL server RDBMS System.
- Supports batch processes, capacity allocation and database resource planning.
- Prepares SOPs and user manuals for all applications.
- Documents and implements SOPs for users' access management and data access to controlled environments.
- Performs query optimization and performance tuning.
- Handles activities related to day-to-day administration and maintenance of the Microsoft SQL server database (monitoring and performance Improvements, configuring and managing security settings, and maintaining database access controls).
- Deploys application code to production requested by development team.
- Creates and maintains application user-IDs to be used in production code and enforces use as part of code deployment SOP in collaboration with development team.
- Ensures that the databases meet user requirements and responds in a timely manner to user-reported errors.
- Designs maintenance procedures and puts them into operation.
- Works with 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.
- Manages user account creation, editing, and deleting as needed.
- Tests and modifies databases to ensure that they operate reliably.
- Serves as the primary ECDC affiliate contact for the online database, providing technical assistance to the affiliate network, as needed.

QUALIFICATIONS AND COMPETENCIES

- 7+ years working as a Database Administrator or a related role.

- Query coding expertise.
- Knowledge and expertise in database structure languages, such as SQL, Transact-SQL (T-SQL) or SQL/PSM
- Knowledge and expertise in Microsoft Visual Studio.
- Knowledge and expertise in Microsoft Azure, ASP.NET, C# programming language, HTML, and CSS.
- Knowledge of data modelling and data architecture.
- 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 IIS web serve.
- 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.
- Excellent interpersonal and communication skills with the ability to interact with people at different levels and multicultural users.
- Advanced certification as an MCDBA or MCSD for .NET is advantageous.
- 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.
 - Must have a driver's license and good driving record.

SALARY. ECDC provides a competitive annual salary for this position commensurate with experience.

BENEFITS. ECDC offers an excellent benefits package that includes:

- Medical, dental, and vision available on the first day of employment. ECDC contributes 80%.
- Generous paid time off, including 15 days of vacation and 12 days of sick leave during the first five years of employment.
- 13 days of paid national holidays.
- 403(b) retirement plan with ECDC's contribution of 10% after one year of employment.
- Short- and long-term life and disability insurance.

TO APPLY. Submit by 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.

ECDC IS AN EQUAL-OPPORTUNITY EMPLOYER.