



AVAILABLE POSITION

Job Title:	Database/System Administrator Level I	FLSA Status:	Exempt
Reports To:	Data Systems Manager	Classification:	Classified
Department:	PartnerSolutions – Data Analytics	Last Revision	New
Approved By:	Beth Watson, Director of Human Resources	Date	3/15/2019

PURPOSE

Responsible for managing databases. Assists with reporting information to PartnerSolutions Boards and providers from all facets of database infrastructure for reporting, writing database queries, reporting in professional formats to solve business needs of constituents, and assisting with automating processes to ensure accuracy, efficiency and timeliness. Provide support to System Administrator.

ESSENTIAL JOB FUNCTIONS

1. Manages and maintain databases including backups and other maintenance tasks.
2. Assists with creating and maintaining Extract/Transform/Load (ETL) data flow and other automated routines
3. Oversees the life cycle of Production Reports (creates, manages, retires) reports in SQL Server Reporting Services; troubleshoots and maintains the accuracy and validity of Production reports and schedules
4. Creates ad-hoc reports for customers as requested by Data Systems manager
5. Creates and maintains Contracted rates in the Claims Adjudication System
6. Collaborates with customers and internal team to develop, deploy, and manage the Claims Adjudication System’s Data Warehouse and associated reporting capabilities
7. Serves as backup to the help Desk Specialist and Member Enrollment Specialist in Claims Adjudication System work as needed
8. Assists System Administrator with PC/Laptop Desktop support and troubleshooting connectivity, hardware, and software issues
9. Assists System Administrator with setting up and maintaining new hardware
10. Assists in promoting cultural & linguistic competence within the Stark County community;
11. Must work congenially and cooperatively with co-workers and the public;
12. Assumes added responsibilities and performs special projects as needed or directed.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Bachelor’s degree in Business or Information Technology with at least two years’ experience working with databases in a professional office environment;

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Knowledge, Skills, Abilities and Personal Characteristics

Proficient keyboarding skills; Working knowledge of SQL Server programming logic, SQL Server Reporting Services, SQL Server Integration Services and PowerShell; Detail oriented and highly organized; Ability to manage multiple priorities and produce deliverables timely; Ability to deal with public and staff tactfully and effectively in a personable and effective manner; Ability to maintain a high level of energy and initiative with a consistent positive attitude;

PHYSICAL DEMANDS

Nature of work requires ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Requires ability to concentrate for extended time, writing, testing, debugging and automating database processes and accompanying documentation; Travel by automobile may be required occasionally.

WORKING CONDITIONS

Work performed in a general office environment. May require availability for additional hours during peak periods. Requires periodic participation and attendance at organization sponsored events and meetings.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job.

CONDITIONS OF EMPLOYMENT

Note: The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment.

Salary Range: StarkMHAR Grade 5 \$44,800 - 67,200 *Suggested Starting Range \$44,800 - \$53,200

*An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities that could qualify for a higher starting salary.

Hours: Monday – Friday 8AM to 5PM with one-hour unpaid lunch. Alternative scheduling may be available.

Application Deadline: Until Filled

Apply online at <https://starkmhar.applicantpro.com/jobs/1028909.html> or www.StarkMHAR.org/about/jobs

OR MAIL RESUME TO: **Attention: Human Resource Department**
 Stark County Mental Health & Addiction Recovery
 121 Cleveland Ave SW
 Canton, Ohio 44702

EOE/Minorities/Females/Vet/Disabled