



DATABASE ADMINISTRATOR

Department: Operations: Information Systems

Reports To: Director of Finance and Business Information

Hours/Week: 19 Hours/Week

FLSA Status: Exempt

Schedule: Monday–Friday, some evenings and weekends.

Job Class: Specialist

Benefit Eligibility: Part Time, Non-Benefited

Location: UPC Main Campus

Pay Range: \$32 to \$40 per hour

SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

- Database Administrator: Optimize the ChMS by supporting staff and congregation usage. Includes, but is not limited to: System updates and modifications; staff training; custom report generation; data integrity.

RESPONSIBILITIES

- Attends department and UPC staff meetings: Devotions, Lunch, TouchPoint, etc.
- Be a welcoming presence at UPC for Christmas and Easter worship services, when presence is requested.
- Establishes and maintains positive working relationships to promote a great service image.
- Other duties as assigned.

Database Administration

- Develops a deep understanding of the current ChMS and how it can effectively serve department needs. (transitioning from thinkministry.com/ministryplatform to CCB/PushPay)
- Delivers reports to staff with timeliness and accuracy, both ad-hoc and pre-scheduled “standing orders.”
- Performs day-to-day tasks which include the development of queries, stored procedures, functions, and other schema objects.

- Performs basic maintenance and manual record updates: Email, address, and phone changes; new entries; deceased status changes; staff coding.
- Performs data validation, error checking, troubleshooting, and performance tuning. Runs and responds to “fix” queries on a regular basis.
- Works with HelpDesk tech support, and database publisher, to troubleshoot, solve errors and improve functionality.
- Assesses functions and provides recommendations and “hands-on” assistance in implementing system functionality.
- Participates in testing of all database-related changes and application updates.
- Integrates ChMS with diverse external systems.

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- A Bachelor’s Degree or equivalent in a related field.
- 3+ years of database administration experience Server Integration/ Analysis/ Reporting Services and related development (SQL preferred).
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Manages time well and effectively prioritizes tasks.
- Interacts with others in a professional and cooperative manner while demonstrating an approachable and responsive attitude.
- Demonstrates resourcefulness by working out effective solutions.
- Requires minimal supervision. Experience at working both independently and in a team-oriented, collaborative environment.
- Strong problem-solving skills.
- Ability to effectively prioritize and execute tasks.
- Readily grasps new ideas, situations, and directions.
- Communicates effectively and in a timely manner at all levels in both oral and written contexts.
- Ability to maintain strict confidentiality and personal integrity.

PHYSICAL REQUIREMENTS

- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.

TO APPLY

- Please complete an [application for employment](#).