



JOB DESCRIPTION

Position Title:	Database Administrator (DBA)
Team Leader:	Jacob Wheeler
Team Membership:	Data + Development
Location:	Virtual
Job Status:	Full Time, Exempt
Supervisory Responsibilities:	None
Objective of the Position:	World Travel, Inc. seeks to add a dynamic, experienced candidate to its Data + Development Team who has substantial database administrative experience, particularly with relational databases such as MS SQL.
Job Summary:	World Travel, Inc. seeks a savvy DBA who can work efficiently and flawlessly in an environment that incorporates MS SQL and emerging NoSQL data storage and processing such DynamoDB or MongoDB. Initially, this person will work with a small team on two primary projects with an aggressive timeline: (1) making iterative improvements to the company's current data warehouse and related data movement, and (2) designing the company's future-state data storage and related infrastructure.
Essential Functions:	<ul style="list-style-type: none"> ● Work with engineering and business stakeholders to understand data requirements and unify solutions. ● Operate large, evolving, structured and unstructured data sets. ● Work with the latest cloud database solutions. ● Establish performance benchmarks, monitor and analyze system bottlenecks and propose solutions to eliminate them. ● Monitor database performance and optimize via query tuning/indexing or disk I/O analysis. ● Backup and recovery. ● Develop and execute migration plans for regular upgrades to all SQL clusters to the latest version. ● Root cause analysis of production-related database issues. ● Lead automation efforts across multiple data systems. ● Run the business task. ● Design automated solutions.

	<ul style="list-style-type: none"> ● Remediate risk with data security controls. Apply encryption, masking, tokenization and access controls to ensure only those with a need-to-know designation can view data and, in general, limit the access to data by any single individual. ● Monitor data access. Be mindful of excessive access, cross-border movement, alerts on policy, and monitor users for excessive or unusual access with user behavior analytics. ● Provide assistance in resolving data quality problems through the appropriate choice of error detection and correction, process control and improvement, or process design strategies.
Time Spent Performing Essential Functions:	Traditional DBA Work: 80% Database Development and other work: 20%
Competency and Position Requirements:	<ul style="list-style-type: none"> ● Linux/Windows Server basic hands on admin experience. ● Experience with Cloud Computing management on the AWS platform ● Scripting experience with Python, PowerShell, or Bash required. ● Experience with Monitoring/Alert planning for data services. ● Broad knowledge of common infrastructure technologies such as web servers, load balancers etc. ● Expertise with highly-available database technologies like clustering, replication, mirroring, etc. ● Excellent troubleshooting skills and ability to understand complex relationships between components of multi-tiered and distributed applications. ● Experience with backup/restore functionality. ● Excellent SQL and DB performance tuning skills. ● Experience in creating automation tools for managing relational databases (auditing, account management, backup/restore, schema deployment). ● Highly motivated individual always looking to grow and learn. ● Proficient with MS Excel, Word, PowerPoint, Access.
Educational Requirements:	B.A. or B.S. in Computer Science or Engineering, Data Science, Data Analytics, or equivalent discipline; or equivalent experience.

Experience Requirements:	<ul style="list-style-type: none"> • 5+ years of database administration experience across different database platforms such as SQL Server, Oracle, MySQL, DynamoDB, PostgreSQL, MongoDB. • 5+ years' hands-on experience with production level 2008-2016 MS SQL server databases • 2+ years' hands-on experience with cloud native database technology such as AWS DynamoDB, AWS Aurora, Azure Cosmos DB or Google BigQuery
Physical Factors/Environment:	<ul style="list-style-type: none"> • Must be able to walk on a level surface, periodically and as necessary, throughout the day. • Ability to sit for a long period of time; using a computer during most of this time.
Working Conditions; Schedule:	<ul style="list-style-type: none"> • The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • World Travel, Inc.'s offices are traditional corporate offices. • For the most part, ambient room temperatures, lighting, and traditional office equipment are as found in a typical corporate office environment. • Employees who work from home are responsible for maintaining their own work conditions while at home. • Full-Time, Monday-Friday, approximately 40+ hours per week • On-call availability; On-call responsibility for mission-critical systems • Sitting for long periods of time • Some travel required

By signing in the area designated below, the undersigned approve and understand the content of this job description.

Team Leader:	Signature:
	Date:
Team Member:	Signature:
	Date: