

Database Administrator

Downtown Chancery INFORMATION SERVICES DEPARTMENT

1700 San Jacinto Street
Houston, Texas 77001

Summary:

The Archdiocese of Galveston-Houston is seeking a Database Administrator to administer Chancery database systems, analyze requirements and install updates. The position also provides support for Chancery IT development and maintenance staff as well as support for Archdiocese data warehouse and reporting systems. The position maintains database test, development and production environments, and database security. Also participates on special IT projects.

Duties and Responsibilities:

- With the IT Director, develops and plans the master technical architecture to support of all computing needs;
- Supports database performance and tuning;
- Responsible for implementation, maintenance and support of the key applications;
- Establish and maintain security and data integrity controls;
- Recommends and monitors policies, procedures and standards relating to database management;
- Works with software vendors to effectively configure the database and environment to support their software;
- Document system design, integrations and upgrades; and
- Other duties may be assigned.

Knowledge, Skills and Abilities:

Bachelor's degree in Computer Science or an appropriate discipline from a four year college or university and a minimum of 4 years of MS-SQL, Crystal and SQL reporting services and report writing. Technical aptitude and knowledge of Microsoft SQL, and Crystal reports. Experience may be substituted for the formal education and training requirements in this section at the discretion of management.

If interested, please submit a cover letter along with a resume via email to hr@archgh.org. Please place job title on subject line.