

DRINKER BIDDLE & REATH LLP
APPLICATIONS DATABASE ADMINISTRATOR
JOB POSTING

JOB TITLE: Applications Database Administrator	STATUS: Exempt
REPORTS TO: Applications Manager	LOCATION: Chicago, IL or Philadelphia, PA
<p>SUMMARY: We are seeking an Applications Database Administrator to join our team. The Applications Database Administrator (“Administrator”) is responsible for designing and maintaining databases and database solutions that operate within prescribed resource limits and meet firm standards. The Administrator participates in and contributes to all phases of systems projects. In addition, the Administrator monitors and tunes databases and database applications performance.</p> <p>It is essential that this person be a self-starter and able to work well both in a team environment as well as independently. This role is expected to be a substantive contributor to the outcomes described and must ensure that excellent client service and client satisfaction are attained in all areas.</p> <p>In accordance with the firm’s Client Service Initiatives, the Administrator must consistently display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Design, implement, and maintain SQL databases. • Provide consultation in database analysis, modeling, and coding and production problem resolution. • Maintain metadata repositories. • Provide expertise in database access methods, device allocations and organization. • Develop maintenance, backup and recovery procedures and documentation using best practices. • Manage database performance and disk usage. • Participate in Disaster Recovery drills. • Provide primary on-call support for production problems including support of the application tier. • Understand and help enforce corporate data standards. • Recommend and help develop new DBMS and operational standards. • Participate in testing and in evaluations of new software and software release upgrades. • Support business studies, proposal teams and costing/feasibility studies. • Prepare and maintain system documentation. • Perform other duties as assigned. <p><i>The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified.</i></p>	
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> • Well versed in all phases of Systems Analysis and Design, including HA/Failover scenarios. • Experienced in two or more programming languages and two or more scripting languages. • Practiced at Entity/Relationship or Object modeling and translation to physical database designs. • Proficient in DML, DDL, and database utilities for MS SQL DBMS technologies. • Proficient in all access methods of a DBMS as well as the underlying operating system access methods. • Knowledge of hardware and operating system capabilities within one environment. • Understanding of all software subsystems (DBMS, TP Managers, etc.) for one environment. • Accepts ownership in assignments, team, and company and takes initiative outside immediate area of responsibility. • Ability to work quickly and with a sense of urgency. Contributes additional effort when necessary to 	

get the job done and help others meet their objectives.

- Ability to work under pressure, manage multiple priorities, and work within tight deadlines.
- Seeks additional responsibility, shows initiative to learn every aspect of the job, and strives to become a mentor to others in area of expertise.
- Communicates openly and effectively. Challenges established practices appropriately.
- Ability to maintain composure under pressure and exercise good business judgment and diplomacy in complex or challenging situations.
- Flexibility to work independently and in a team atmosphere with a high degree of accuracy, confidentiality, and professionalism.
- Excellent oral communications skills; especially the use of good grammar.
- Excellent attention to detail.
- Extremely consistent in producing quality work.
- Ability to work with minimum supervision but also work well as part of a team.
- Client Service driven.
- Adaptable to change, open to new ideas, open to taking on new responsibilities and can adjust plans to meet changing needs.
- Respectful of people's differences in background, culture and perspective.
- Able to quickly grasp the goals, service, culture and strategy of both the department and the firm overall.
- Must conduct him/herself professionally in appearance and actions.
- Adheres to and serves as a role model for the firm's Client Service Standards.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelors in Computer Science, Engineering, Mathematics, or Business.
- Related legal industry experiences a definite plus.
- 3+ years' experience as an associate Database Administrator.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

TO APPLY: Interested candidates should send a resume and cover letter, including salary expectations, to human.resources@dbr.com and reference "**Applications Database Administrator**" in the subject line.