

Data and Database Administrator

General Purpose:

Manage the procedural and technical responsibilities to support the development, utilization and on-going maintenance of TMS (The Museum System), the collections management database used by the Yale University Art Gallery. The position reports directly to the Associate Director of Information Technology.

Essential Duties

1. Identify priorities and participate in the planning and development of new procedures. Actively participate in data standards across the Gallery environment. Oversee the use of the standardized data dictionary ensuring adherence to all relevant data standards. Identify and resolve any protocol deviations. Develop and document database procedures and policies.
2. Act as the primary contact person with Gallery Systems, makers of TMS. Cultivate and manage the vendor relationship.
3. Maintain and administer all aspects of the database system to ensure collection documentation, a central institutional goal. Manage the implementation and use of database in the Art Gallery including software testing, debugging, and data quality assurance projects. Implement technical solutions including installation, configuration and resolution of issues with multiple layers of products and technologies.
4. Work directly with Gallery departments to create reports, identify and resolve technical issues. Communicate directly with staff to understand goals and aggressively seek creative solutions to staff and user challenges. Address and advocate for the end user's experience, and develop methodologies and assessment techniques that address usability goals.
5. Design and build reports using Crystal Reports software. Manage the standardized Gallery report usage and the report writing activities of the database users. Explore other opportunities for reporting data to Gallery users.
6. Participate and provide training on Gallery database, appropriate use and facilitate Gallery users groups.
7. Develop, analyze and deploy user-friendly web applications that inter-operate highly with backend databases and researcher input, with primary responsibility for writing and documenting code. Strong knowledge and understanding of technology and systems design.
8. Perform various coding, debugging and unit testing tasks in support of assigned projects. Apply current programming standards and methodologies to all relevant projects and activities.
9. Participate in helpdesk duties as needed.
10. May require occasional off-hours system support.
11. Other duties as assigned by the Associate Director

Skills & Abilities

1. Excellent interpersonal skills, ability to work independently as well as a member of a team.
2. Advanced knowledge in database development (Microsoft SQL and SQL based tools), Java and/or Microsoft.Net.
3. Proven ability to design and develop database applications targeting specific technologies and user communities using SQL and SQL based tools. Excellent application development skills.
4. Knowledge of data standards and formats for description, presentation, and transmission.
5. Ability to manage and prioritize multiple projects simultaneously
6. 2+ Years experience with a RDBMS (Microsoft SQL Server, MySql)
7. Experience with Tomcat services
8. Preferred: TMS (Gallery Systems) experience and Crystal Reports or similar report writing tool.

9. Preferred: Experience working in Museum setting.
10. Preferred: Experience with HTML/XML, Perl and Java programming.

Education and Experience

1. Bachelor's Degree in a relevant area and two years of programming experience, or an equivalent combination of education and experience.
2. Excellent familiarity with Microsoft SQL Server, and skilled use of SQL, Perl, Python, Java, XML, HTML.
3. Understanding of core information architecture principles related to web based UI design. Familiarity with general Web architecture and Web hosting software.
4. Experience developing Web sites using current tools and methodologies such as HTML, CSS, JavaScript, and PHP. Preferred: experience with Web 2.0 application development (Ajax, RSS, web services APIs...), Java, and database management systems

We are seeking a Mid to Sr level database specialist to aid in the development of new systems and maintenance of current systems. Candidates should be well versed in museum culture, work well alone or in teams and have the ability to learn new technologies/systems quickly. Excellent Communication skills are essential.