DATABASE DEVELOPER/ANALYST

Job Overview
The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Database Developer/Analyst to support the activities of the Research and Evaluation team, including but not limited to designing and maintaining web-based data collection tools and databases and tables, optimizing and monitoring database performance security, and implementing backup and recovery procedures.

Buffett Early Childhood Institute Profile
Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (https://buffettinstitute.nebraska.edu) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. A long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

Job Responsibilities
This section describes major responsibilities for the position but is not an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested.

Database Technology Development (75%)
- Perform database design and development backing up databases, end-to-end tuning database configuration for optimal performance, monitoring, and resolving errors.
- Develop efficient online tools for the collection, integration, and management of data from multiple internal and external data sources.
- Create and maintain database support documentation, including data dictionaries, stored procedures, and security access-related protocols.
- Compile documentation of internal and external data sources that are relevant to Buffett Institute initiatives.

End User Support (20%)
- Work closely with Buffett Institute personnel to assist with the design, development, and management of data collection tools and related database administration, analysis, and reporting

tasks.
- Advise Buffett Institute personnel and external partners on the appropriate database or technology for their project.
- Work closely with Buffett Institute personnel to address external partner data requests.

Other Duties (5%)
- Maintain knowledge and expertise on database development and technology.
- Research and troubleshoot issues and software updates.
- Support the goals and mission of BECI and attend internal and external training sessions and conferences as needed to stay current on latest trends and technologies supporting research.

Required Qualifications:
- Bachelor's degree
- Three (3) years of experience as a full stack developer with database development including but not limited to security set-up and maintenance, interface customization, module design, and query
- Strong understanding of programming languages such as Perl, Python, SQL, C++, Java, PHP, etc.
- Strong understanding of HTML and/or CSS
- Demonstrated effective spoken and written communication skills

Preferred Qualifications
- Master's degree
- Minimum of three (3) years of experience in a related role requiring confidentiality, timeliness, customer service, organization, prioritization, troubleshooting, analysis, problem solving, and ability to work independently
- Demonstrated experience developing online data collection tools and managing and integrating large datasets from multiple sources
- Demonstrated experience working with multiple data sources including state-, school-, and community-level data systems as well as survey and administrative data systems
- Demonstrated experience working with individuals with varying degrees of technical knowledge related to databases

An equivalent combination of education and experience from which comparable knowledge and abilities are acquired may be considered.

How to Apply
Applications are processed through the online job posting at https://careers.nebraska.edu. Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-3701.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation, or protected veteran status.

ADDENDUM FOR RESEARCH DATABASE ADMIN/SPECIALIST

Competencies

- Nature/Complexity of Work
  The position requires an individual that works with considerable independence, initiative, and exercises sound judgment in accomplishing professional IT functions and objectives. Complexity of work is high. Design and implementation of beginning-to-end solutions must fit into team and system architecture and requires a high level of communication and coordination. Currency of technical knowledge is necessary in order to adapt and respond to dynamic needs. This position requires excellent verbal communication skills when working with Buffett Institute staff. This position must have the ability to visualize, design, and manage the implementation of complex databases and batch procedures and processes that are appropriate to handle the growth of Buffett Institute needs.

- Problem-Solving/Decision-Making
  This position must demonstrate experience in creating and troubleshooting enterprise services that necessitate the understanding of the complex interactions among applications, databases, server operating systems, internet/network protocols, and client configurations. Decision-making requires the ability to determine accuracy and relevance of information and the impact it may have systemwide. This position will implement and maintain database software assuring the needs of the clients are met and communicate changes and explain the technical issues as they arise. Problems must be resolved quickly as not to impact availability of data, etc.

- Strategic Input
  Actions and decisions in this job have discernible impact on day-to-day operations as well as the availability and functioning of Buffett Institute data collection, management, and reporting systems. Errors reflect unfavorably on the individual, the functional area, overall business operations, and other functional areas.

- Know-How
  In addition to minimum qualifications this position requires excellent organization skills, ability to work under pressure and stringent timelines, make sound priority judgments, and have the initiative to work independently as well as in a team setting. Strong analytical, problem-solving, and multi-tasking skills required. The employee has universitywide access to confidential information pertaining to employees, students, children, and families. Furthermore, the employee has access to work-in-progress discussions and confidentiality is required. A keen understanding of application and data security issues surrounding such an environment is preferred.

- Technical Skills
  This position requires knowledge of relational database functioning using competency in applying basic statistics. Proficiency in working with complex databases demonstrating the ability to cleanse, extract, organize, and successfully communicate with others who use the data is required. Knowledge of and experience with data management and other data extraction and analysis tools is required. Experience with Microsoft SQL server is preferred. Capacity and flexibility to learn and use other reporting software is essential. Email, internet browsers, and Microsoft Office (Word, Excel, Access, and PowerPoint) are used daily to prepare data, process documentation, and create

communication materials or informational presentations. Working knowledge of state-of-the-art database management techniques, including application performance monitoring and tuning, Structured Query Language, relational database design techniques.

- Interactions
Relationships with various internal stakeholders are involved. Excellent verbal and written communications skills, interpersonal skills, and meticulous attention to detail and accuracy are essential for purposes of building databases, composing documents and reports, exchanging information, plans, and objectives, and providing technical support to end-users. Ability to explain diverse technical topics in easy-to-understand language.

- Supervision
This position exercises no direct supervision over others. This position reports to the Associate Director for Research and Evaluation.

General Information:

Job Family: IT
Job Code: 49303332 (Database Administrator L1)
Salary Range: IT24
FLSA: Exempt
Position Number: 537
Org. Unit Number: 50008150 (BECI)
Date of Last Update: 7/30/2020 by Sheryl Gartner, UNCA Director for Human Resources

Physical Requirements and Work Conditions

The physical requirements and work conditions described here are representative of what 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.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.

Job Description Review and Approval

_____   _____
Employee Name   Date

_____   _____
Human Resources Representative Name   Date

10/16/2019

10/16/2019

4

_____   _____
Supervisor or Department Representative Name   Date