



Position Title	DBA/IT Project Lead	Full/Part Time	Full-Time
Reports To	IT Manager		
Direct Reports	None		
Department	IT/Shared Services		
FLSA Status	Exempt/Salary		

#### Position Summary

The Database Administrator/IT Project Lead is primarily responsible for the performance, integrity and security of MS SQL databases to include: DB planning, development, reporting and user troubleshooting. This position is also responsible for select IT project management and administrative support of various Microsoft and other applications.

#### Essential Job Functions

- Lead in the implementation and testing of application updates, enhancements, version upgrades, and patches.
- Perform system testing to ensure databases are performing at acceptable levels and maintaining the highest levels of security and integrity.
- Act as a liaison between technical and non-technical personnel. Lead and support select IT projects. Work with IT Manager to ensure prioritization of projects and applications.
- Work with end users to identify, trouble-shoot, and resolve issues.
- Knowledge of SQL SSRS and Crystal Reports to create reports, queries and analyze ERP data.
- Manage Security Profiles for ERP systems (Microsoft Dynamics AX & Infor).
- Work with IT Manager and users to develop and maintain up-to-date documentation and procedures.

#### Job Requirements

- A passion to fulfill the Beyond Vision mission and to place the mission above personal needs or goals.
- ERP implementation, conversion, and upgrade experience
- Proven abilities in requirements definition, system testing, and documentation

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- Ability to assess and resolve complex ERP problems and issues
- Strong knowledge of ERP systems in manufacturing and distribution environments preferred but not required.
- Ability to work in a fast-paced environment and handle multiple and quickly changing priorities.

#### Technical Skills/Background

- SQL Server Reporting Services (SSRS) (must)
- Microsoft Dynamics AX experience (highly desired)
- SQL Server Analysis Services (SSAS) (preferred)
- Proficiency in Microsoft Project, Word, Excel, Access, Visio and Outlook
- Microsoft Sharepoint & Project Server
- SQL Server 2008 R2 Administration (preferred)
- SQL Server Reporting Services Administration (preferred)
- Crystal Reports (preferred)
- Barcoding & PCI Compliance (desire-able)
- HIPAA, EDI, Encryption and Web Filtering (desire-able)

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*