Council on Dairy Cattle Breeding  
Database Administrator Position Description

Job Title: Database Administrator  
Reports To: Council on Dairy Cattle Breeding Chief Executive Officer  
Prepared Date: May 6, 2015

Summary

This position serves as Database Administrator of the Council on Dairy Cattle Breeding (CDCB) organization. The CDCB is a 501 (c) (5) non-profit organization which recently assumed the service responsibilities for calculating and distributing the genetic evaluations and genomic predictions, for managing data storage, and for analyzing and distributing dairy cattle data, tasks that previously were performed by the United States Department of Agriculture – Agricultural Research Service – Animal Genomics and Improvement Laboratory (USDA-ARS-AGIL). The CDCB allied partners cooperator database is the largest in the world devoted to dairy animals with over 70 million female phenotypic records and over 300,000 males receiving genetic evaluations or genomic predictions.

The Database Administrator is to be responsible for the development, performance, integrity and security of the CDCB cooperator database and provide services to member sectors and allied industry cooperators. Besides the technical skills described below, the successful candidate will be a team player constantly interacting with the CDCB and the AGIL staff in order to achieve the proposed goals.

Essential Duties and Responsibilities
• Establish the needs of users and monitor user access and security;
• Develop and maintain the editing programs responsible for input data quality;
• Monitor performance and optimize parameters to provide fast responses to front-end users;
• Map out the conceptual design for a planned database;
• Consider both back-end organization of data and front-end accessibility for end-users;
• Refine both logical and physical designs to meet service requirements;
• Install and test new versions of the database management system;
• Keep up-to-date database documentation, including data standards, procedures and definitions for the data dictionary (metadata);
• Control access permissions and privileges;
• Develop, manage and test back-up and recovery plans;
• Ensure that storage and archiving procedures are functioning correctly;
• Provide capacity management;
• Work closely with technical and operational staff to ensure database integrity and security;
• Commission and install new applications and customize existing applications.

Qualifications
The individual in this position must be able to perform essential duties satisfactorily. The CDCB currently uses a DB2 database and most programs are written in C or FORTRAN. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
College degree (BS) or completed relevant technical degree.
Five (5) years of experience and success in programming and database administration.

Knowledge and experience should include:
- Database Performance Tuning
- Database Management
- Database Security
- Data Maintenance
- Information Security Policies
- Unix and Linux
- Computer languages: C
- Statistical package SAS is a bonus
- Version control protocols
- Project management applications (cooperative software development)
- SQL, Cold Fusion

Salary and Benefits
Salary is commensurate with experience and includes a competitive benefit package. A relocation allowance is also available.

Travel
This position may require travelling to meetings internationally. A valid passport and other appropriate documentation as required for work and entry into the United States of America and other countries is required.

Language Skills
Good command of English with competency in oral and written communication.

Physical Demands
Should be able to lift and carry 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Transportation to work and meetings should be readily available.

Work Environment
The CDCB organization under the direction of the CEO operates in a strong team environment, with interaction between internal and external individuals and organizations.

Location
The Council on Dairy Cattle Breeding office is located in Bowie, Maryland.

Application Process and Format
Candidates should submit an electronic file format (PDF or Microsoft Word document) cover letter and resume to Ray Bacchus at humanresources@cdcb.us. Screening will continue until a suitable candidate is identified.

The Council on Dairy Cattle Breeding is an Equal Opportunity Employer.