JOB SUMMARY
WEST REGION
Open Date 05/10/10 – Close Date 05/26/10 (or until filled)

Job Title: Database Administrator-SQL Server
Location: El Segundo
Requisition #: 120161BR

The Time Warner West Region currently seeks a Database Administrator- SQL Server, for our IT Department in our El Segundo office. Below please find a brief description of the essential duties and responsibilities required to function successfully in this position.

POSITION SUMMARY:
This position administers a data warehouse environment including determining overall design, processes, procedures, safety/security, and storage/retrieval. Determines high-level business information needs and identifies system requirements.

ESSENTIAL FUNCTIONS:

- Creates new MS 2000/2005/2008 databases including schema normalization, performance tuning, clustering, and load balancing. Works with reporting analysts, developers and other DBAs to plan, design, create and implement new databases. Resizes existing databases based on growth. Works with the application development and reporting teams to create in-line queries, stored procedures, indexes, triggers, DTS/SSIS packages. Provides recommendations around query methodology to ensure top performance.
- Performs all activities related to effectively maintaining and scaling the data warehouse to best meet end-user needs- from data sources through to end-user reporting and analytics.
- Creates reports using Microsoft Reporting Services, Analysis Services, and other standard and custom built reporting tools. Leads the design and implementation of reporting enhancements, as well as the building of data cubes.
- Ensures proper maintenance plans on all MS SQL databases including data backup, truncate logs, shrink databases. Determines optimal schedule for maintenance execution. Creates security policies for individual users and implements them with SQL Server Windows NT Authentication.
- 24X7 on-call support to respond to server outages and ensure system uptime and stability. Tracks progress of issues to ensure that any unresolved issues are completed in a timely manner or escalated to the appropriate individual based on established guidelines and procedures.
- Monitors server performance and health utilizing NT Performance Monitor, System Event log and other alerts to watch the database servers. Monitors important jobs through to completion after hours and on weekends.
- Performs migration of MS SQL databases and support jobs from SQL SQL 2000 to SQL 2005/2008. Converts DTS packages to SSIS packages.
- Installs and deploys new MS SQL database servers in stand-alone and clustered load balanced SAN environments on 32 bit and 64 bit servers. Creates and manages database servers with multiple instances of SQL server. Installs Oracle and other client tools. Designs and implements data extracts from multiple data sources (Oracle, SQL Server) for querying and import to MS SQL database systems.
- Meets with internal groups and end-users to gather both high-level and detailed information needed to scope out proposed applications, reports/reporting systems and/or enhancements to existing systems from a database and data warehousing perspective. Interfaces directly with other departments to ensure data integrity and correctness.
- Fields calls from end-users and management team to assist in database functionality and to communicate outages.
- Maintain and update all documentation related to the data warehouse and reporting databases including: technical documents, database design documents, process/data flow documents and any applicable end-user training documents.

Note: This Job Summary should not be construed, to be all inclusive lists of all responsibilities, skills, efforts, or working conditions associated with a job. The full job description is available online at www.timewarnercable.com/careers or www.twcable.com/employeesfirst/careers.aspx (Internal Candidates). While the description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

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Drug Test / Background Check / High School Diploma or Equivalent is Required
QUALIFICATIONS:

- Bachelor’s degree (B.A.) in Computer Science and 3 to 5 years related experience and/or training; or equivalent combination of education and experience.
- Must have 3+ years hands on experience with Microsoft SQL Server 2000/2005/2008 and Windows Server 2000/2003 environment. Must know every aspect of MS SQL server, including T-SQL, stored procedures, indexes, performance monitoring and adjustments, ODBC connectivity, DTS packages, Backups, SQL Job Agent and Security.
- Must be skilled with performance monitoring, tuning, and implementation strategies. Server software packages include: Veritas Backup Exec, Diskkeeper, Oracle for Windows and Terminal Emulators such as the IBM AS400 Client.
- Must know the interoperability and network requirements of database and data warehouse implementations between web based and/or Access clients and the database server backend.
- Ability to run queries and connect clients to the SQL server databases.
- Must be familiar with SQL Plus, basic Oracle administration, and ODBC connectivity to Oracle systems (versions 10g and 11i).
- Telecom environment experience preferred, but not required. (Cable billing systems knowledge is a plus).
- Previous experience participating in or leading application development or reporting systems development projects required. High-level understanding of project management principles and change control processes required.
- Must be able to handle multiple priorities in a fast-paced, deadline oriented environment.
- Requires effective written and verbal communications skills at all levels.
- Requires excellent problem solving and trouble shooting skills, along with the ability to work independently and as a member of a team when needed. Requires extreme attention to detail.
- Must be customer focused and understand how to effectively anticipate and then proactively address end-user questions or concerns. Must be highly motivated and aggressive in resolving business problems.
- Must possess ability to analyze and solve problems; efficiently handle multiple duties under pressure; work flexible hours as required.