

<b>Firm/Company Name:</b>	Ballard Spahr LLP	<b>Website:</b>	www.ballardspahr.com
<b>Job Title:</b>	Senior Database Adm	<b>Work Option:</b>	[i.e.: onsite, hybrid, remote, etc.] Philadelphia
<b>Department/Group:</b>	Information Technolog	<b>Posted By:</b>	Gina Emery-Duplechan
<b>Location:</b>	Center City Philadelph	<b>Travel:</b>	None
<b>Salary Range:</b>	\$90,000 - \$110,000	<b>Position Type:</b>	[i.e.: full-time, part-time, etc.] Temp to Perm
<b>HR Contact:</b>	Gina Emery-Duplecha	<b>Date posted:</b>	3/7/2023

**How to Apply: (Fax, Email, Mail, Link, etc.):**

<https://www.ballardspahr.com/careers>

**Job Description**

**Brief Summary:**

Ballard Spahr, a national law firm with 15 offices across the country is seeking a Contract to Hire Senior Database Administrator to support the Firm's SQL Server database systems in test and production environments, both on premise and in the cloud. This position is remote with the expectation to work in the office, as needed. Must reside in a state with a Ballard presence.

**Duties:**

Our Administrator will:

- \* Design, configure and support database servers.
- \* Monitor and troubleshoot to effectively diagnose database problems.
- \* Document all programs & systems, including system changes and maintenance plans.
- \* Plan for future SQL database needs.
- \* Work with applications staff on the installation and testing of prospective applications and make recommendations for implementation.

Additional responsibilities include ensuring backups are performed properly, monitoring performance and key system resources, and establishing and enforcing database policies.

**Skills/qualifications:**

The selected individual will be self-motivated with strong client service and multitasking skills without loss of efficiency or accuracy. Thinks strategically and has an exceptional attention to detail and excellent analytical, organizational and problem solving skills. Solid communication skills and the ability to work independently as well as know when to escalate issues that are beyond scope of responsibility and/or knowledge. The ability to set priorities, manage multiple deadlines and perform when under pressure are essential.

Requirements include 7+ years of relevant experience as a database administrator or a combination of education (e.g., college degree, certification, etc.) and related experience.