



**EXTERNAL**

Applications are invited from qualified individuals to fill the following position:  
**One (1) Permanent Full-Time Database Warehouse Administrator**  
**Information Systems**  
**NBRHC – North Bay**

North Bay Regional Health Centre is presently seeking a highly motivated individual who will be responsible to join our Information Technology (IT) team. Reporting to the Manager of Information Technology, the Database / Server Administrator position will bring strong DBA skills along with the responsibility to maintain IT infrastructure applications that support the functional requirements of the hospital including Information Systems, Communications, Safety, and Security services. The incumbent will work closely with existing Network/Systems Administrator and other applications and technical support personnel within the Information Systems department.

The Database / Server Administrator role is to provide support to end users throughout the organization and it's external partners, ensure efficient performance of database, servers, client and front-end application components, and effectively participate in projects that fulfil business objectives. Further responsibilities include but are not limited to:

- Design, installation and maintenance of the server infrastructure that hosts the databases
- Ensure system integrity is maintained by reviewing system event and audit logs
- Keep systems current by applying patches and updates
- Maintaining documentation for support and processes
- Monitoring cloud services and cloud service providers to ensure they are meeting the required service levels
- Monitoring and improving database performance/capacity and planning for future expansion requirements
- Provide subject matter expertise when issues arise that are not common and cannot be addressed by Tier I support
- Provide root cause analysis
- Collaborate with other subject matter experts and vendors as required
- Responsible for the installation, configuration, upgrade, monitoring and maintenance of client and server side hospital/department wide applications
- Implement new systems and services, major upgrades to existing systems, and system replacements.
- Participate in product selection and procurements
- Acting as project lead, develop project plan as required
- Lead or participate in project meetings
- Security assessment and remediation plan for new technology
- Design and implement processes and documentation to support transition to operations
- Develop plan for lifecycle replacement – budget requirements, timing, resource requirements
- Maintain system integrity through operating system and application level patching and upgrading
- Monitor and address performance problems
- Provide training to user community for the applications we support
- Provide main point of contact for specific business and clinical areas with respect to the applications specific to their areas

The ideal candidate will be organized, highly flexible individual who can perform with minimal supervision, have excellent verbal and written communication and interpersonal skills and superior time management skills. Qualifications include:

- Bachelors Degree in Computer Science and/or equivalent experience
- Database Management certification in Microsoft SQL or other related certifications
- Demonstrated knowledge of industry standard database management practices
- In depth understanding of key business applications and related information technologies
- Demonstrated knowledge of Meditech HCIS is an asset
- Two (2) years experience in database management as asset
- Experience creating scripts for data warehouse management
- Experience in project management an asset
- Must support and contribute to a culture of safety and prevention of adverse health events in the organization
- Bilingualism (English/French) is an asset

**Interested candidates are asked to submit an application form and/or resume with a copy of this job posting with completed qualification-check (please check off ✓ beside each qualification you hold).**

Please forward to: Human Resources [internal.postings@nbrhc.on.ca](mailto:internal.postings@nbrhc.on.ca)

**POSTING No.: NU C-22-043**

**SUCCESSFUL APPLICANT:**

**DATE POSTED:  
THURSDAY, JUNE 30, 2022 AT 1200 HOURS**

**DATE SUCCESSFUL POSTED:**

**DATE POSTING EXPIRES:  
THURSDAY, JULY 7, 2022 AT 1200 HOURS**

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

**NORTH BAY REGIONAL HEALTH CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER**

