



## JOB ANNOUNCEMENT

**Position:** Database & IT Representative **Work Week:** 35 hours  
**Location:** Hayward **Start Date:** ASAP  
**Hours:** 9:00am to 5:00pm **Salary:** \$27.91-\$34.88 DOE

The Community Child Care Coordinating Council (4Cs) of Alameda County is a private non-profit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources to strengthen families and children.

The Database and IT Representative will support day-to-day operations within the operations of database and IT support and also contribute to its ongoing development.

The Database and IT Representative reports directly to the Systems Administrator. This is a non-exempt position.

### DUTIES & RESPONSIBILITIES

- Responsible for working collaboratively with 4Cs departments to support IT requests, improve processes and workflows, generate reports and ensure smooth day-to-day operations.
- Implementation and maintaining of new and existing databases and provide efficient method for data reporting access.
- Ensure the availability and consistent performance of our database applications.
- Partner with 4Cs project teams to find solutions for projects and operational issues for existing and proposed databases and applications.
- Perform Microsoft SQL database design, queries and .Net Programming including stored procedures, functions, and views
- Improve and maintain new and existing databases to help users retrieve data effectively.
- Provide support to multiple office locations.
- Set up technology needs during trainings and workshops etc.
- Provide support to end users on a variety of issues. Identify, research, and resolve technical problems. Document, track and monitor issues to ensure timely resolutions in incident tracking system.
- Perform troubleshooting, parts replacement, systems upgrades, and repair on desktops, laptops, printers, media devices and mobile devices at satellite offices.
- Other duties as assigned.

## QUALIFICATIONS

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- 5-10 years of IT experience, including database management, site support, and network operations
- Required SQL database expertise & experience in general IT operations and infrastructure to provide support for satellite offices.
- BS Degree in Computer Science preferred
- Experience with SQL, SQL Server 2008 R2, MS Management Studio, SSIS (integration services), SSRS (reporting services), SQL Job Management, Data Modeling, Stored Procedures, and Query Tuning.
- Experience working with various databases, systems and tools, such as MYSQL, Salesforce, etc.
- Proficient in general networking principles; routing TCP/IP, DNS, VPN.
- Experience managing Windows environments

**To apply, please send resume and cover letter to [resumes@4c-alameda.org](mailto:resumes@4c-alameda.org)**

*Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.*



- ♥ 11 Annual Paid Holidays + Additional Sick Leave
- ♥ 2 Floating Holidays Provided Every July 1<sup>st</sup>
- ♥ Very Generous Vacation Leave
- ♥ Cafeteria Style Benefits Cover Employee's Core Benefits
- ♥ Flexible Work Schedules
- ♥ Annual Employer Discretionary Retirement Contribution
- ♥ 403b Retirement Employer Match
- ♥ Confidential Employee Assistance Program
- ♥ Personal and Professional Development Opportunities
- ♥ Energetic & Dedicated Staff Members
- ♥ Exceptional Work Environment
- ♥ Recognized as one of the *2017 Best Nonprofits to Work For!*