



ADABAS Data Administrator / Engineer

CATEGORY Information Technology Services

POSITION DESCRIPTION

We are currently recruiting for ADBAS Database Administrator/Engineer to work on a government contract located in Philadelphia PA.

FUNCTIONAL RESPONSIBILITIES

- Maintains client application, database, document repository, and all application interfaces.
 - Diagnose errors reported that may include errors inherent to systems or errors specific to users.
 - Design, develop, test, and implement fixes to minor errors experienced by users.
- Maintains application environments (production, test, development, and training). This may include, but is not limited to:
 - Ensure production environments are stable and available to users.
 - Maintain test environments so that staff can test any upgrade, modification, or bug fix prior to implementation.
 - Maintain development environments in order to prepare for upgrades, modifications, or bug fixes prior to testing and implementation.
 - Prepare processing scenarios for training purposes.
- Manages software upgrades with full system testing
 - Manage upgrades so that they are smoothly implemented.
 - Upgrade software as required to keep pace with Office of Innovation and Technology standards.
- Troubleshoots user interface errors
 - Assist City and non-City users when primary client contacts are unavailable. Assistance may include but is not limited to debugging, coding, testing, and documenting procedures, programs, JCL, CLISTS, etc.
- Works with Office of Innovation and Technology staff to resolve environment and programming issues.
- Ensures that any environment and/or programming changes appear seamless to end users, both internal and external to City
- Collaborates with staff from the client, Office of Innovation and Technology, and other City departments.

- Shares knowledge and experience with client staff from the Office of Innovation and Technology and other City Departments on various aspects of the project
- Receives project assignments from supervisor; confers with supervisor to determine objectives of the project, user requirements, time frames for project completion and the number and type of personnel needed to complete the project; collects information necessary to develop preliminary functional and/or systems specifications for user approval and to plan the work and make subordinate assignments; assists supervisor in the selection of appropriate personnel for specific projects; assigns parts of projects to programmer analysts for the duration of the projects; assists other project members in completion of assignments; reviews analysis and programming prepared by other project members to insure that work is complete and correct; presents preliminary results of projects to supervisor; develops preliminary designs for supervisor to present to users; participate sin presentations to users.
- Performs systems analysis for new or existing user application requests; meets with users to discuss requests and user objectives; analyzes user requirements; determines how the system that is to be computerized works manually or reviews the system specification and documentation of an existing system to determine the current design; confers with system users and managers and supervisors; prepares a needs or cost benefit analysis; develops systems logic and a flow chart; determines what modules to include; designs the data base data, file and screen layout, and determines record number and size; designs user access parameters to provide file security; writes back-up and recovery procedure to protect against loss of data; evaluates paper flow, task time, human resources and other external and interrelationship factors that will impact upon the proposed or modified system; develops a preliminary program specifications, taking all the collected data and information into consideration.
- Designs program logic to meet specifications and conformance to standards; codes program in appropriate language; prepares program flow chart; determines the size and number of files and records; tests programs; creates test data; checks input for accuracy and completeness; troubleshoots existing programs to identify problems; periodically meets with users to identify problems; writes narrative explanations of programs; prepares forms and documentation.
- May instruct lower level programmer analysts in new analysis and programming techniques and methods.
- Meets with other city agencies and computer consultants and vendors regarding new systems; assists other systematizing non-computer projects; trains operating departmental personnel in the use of computer applications



EDUCATION REQUIREMENTS

- Completion of a bachelor's degree program at an accredited college or university, with major course work in computer science, decision science, information science, or a closely related field.
- Four years of experience performing computer programming and analysis work in the area of specialization, one year of which shall have been at the full performance level.
- Or any combination of education and experience which has included eighteen (18) semester hours of course work in computer science, decision science or information science and which has been determined to be acceptable by the Office of Innovation and Technology.

Knowledge of the following is desirable:

- Scripting Languages
- Net 2.0 or higher development a plus
- Oracle Database skills a plus
- PL/SQL a plus
- XML and Web Services a plus
- SOA Middleware knowledge a plus
- Management techniques used in project control and analysis.

POSITION REQUIREMENTS

Potential candidates should possess the following skills, knowledge, and abilities;

- ADABAS/Natural
- TSO MVS/JCL
- CICS
- Skilled in conceptualizing and documenting creative solutions
- Comprehends the theory and practice of organizational and procedures analysis.
- Experience in documenting procedures.
- Understands the methods and techniques used in the evaluation and analysis of software, hardware and application systems to achieve efficient system utilization.
- Comprehends the methods and techniques used in protecting systems security.
- The theory and practice of systems analysis and design the applications and techniques of programming for the appropriate computer language.
- Experience in source code language programming and appropriate control languages.
- Experience in one or more database management system, such as, ADABAS, ORACLE, or SQL.
- Possess a good comprehension of database theory
- Ability to learn the applications of new software packages.
- Ability to interpret technical manuals and apply the information garnered from them.
- Thinks logically and sequentially.
- Presents ideas clearly, both orally and in writing.



- Experience in directing a team of data processing personnel in completing a project within accepted time limits.
- Able to communicate data processing concept to non-technical personnel.
- Analyze complex organizational and procedural problems.
- Formulates systems recommendations to improve efficiency.
- Prepares systems specifications for submission to programmer analysts.
- Completes work within the confines of a time schedule.
- Establishes effective working relationships with associates, departmental and administrative officials, supervisors, and other data processing personnel..
- Attends educational training sessions whenever appropriate.
- Performs the above in an environment using at least one of the specified computer languages.
- Performs related work as required.

DURATION

- Full Time
- Hours M-F 8:00 a.m.-4:30 p.m.
- Location: City of Philadelphia
- No Sponsorship Available



ABOUT MFR CONSULTANTS INC.

MFR Consultants, Inc. is a professional services firm certified by the U.S. Small Business Administration as a Woman Owned Small Business (WOSB), an Economically Disadvantaged Woman Owned Small Business (EDWOSB), and a Small Disadvantaged Business (SDB). Founded in 1989 by Maria Frizelle Roberts, President and CEO, MFR provides end-to-end solutions in the information technology, business advisory, and administrative support areas.

Our national team of fifty (50) experienced consultants and subject matter experts allow us to utilize best practices toward immediate response of client demands and requirements.

Who We Are:

- Our Subject Matter Experts (SME) specialize in business advisory and information technology services. We offer core competencies in a wide range of industry sectors including defense, public safety, transportation, energy, and health/human services.
- MFR's creative approach and innovative business practices were recognized by the ICIC and FORTUNE with the 2016 Inner City 100 Award
- MFR was recognized by *SmartCEO* magazine as 1 of the top 10 emerging growth companies in the greater Philadelphia Region for 2015.
- MFR's President & CEO, Maria Roberts, received the Small Business Administration's 2014 Person of the Year Award for the Southeastern Pennsylvania Region.

EOE STATEMENT

MFR Consultants, Inc. is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, age, color, religion, sex, national origin, disability, protected veteran status, sexual orientation or gender identity.

Please submit your cover letter and resume to jobs@mfrconsultants.com.