



Appleton Partners, Inc. is a privately-owned Boston-based registered investment advisor offering a variety of high quality wealth management strategies in the equity and fixed income space. The firm has approximately \$9.5 billion in assets under management and has seen steady growth since the firm was founded in 1986. We are currently looking to add to our IT Department with the position of:

Network /Database Administrator

The primary role of this position will be to ensure reliability and performance of technology systems across our firm. This individual will work closely with management to understand the relationship between technology and business needs for an optimum level of day-to-day service, as well as recommend appropriate technology solutions for continued growth. The ideal candidate will need to:

- Maintain highest level of uptime and accessibility of infrastructure hardware and services
- Monitor/oversee systems for normal operation, security and backups
- Investigate & troubleshoot network, server, storage hardware issues
- Coordinate resolution with vendor service providers where necessary
- Act as primary liaison with external IT Consultant personnel
- Ensure proper conversions and upgrade to new systems and applications when necessary
- Expertise in Database Administration on Production Servers with server configuration, monitoring, performance tuning and maintenance
- Audit /Approve developers' change requests to existing tables, stored procedures, indices, constraints, triggers and views, as well as audit/approve new entries
- Hands on experience supporting high availability & redundancy options, Database mirroring, Availability groups
- Efficient response protocol to Help-Desk service related requests from users
- Proficiency in SQL Server Replication, Backup/Recovery, Disaster recovery and planning
- Develop and maintain technical and operational documentation
- Perform weekly, quarterly checks & maintenance, maintain documentation

Knowledge & Experience

- MSSQL Intermediate to Advanced DBA (Minimum 4 years) experience with SQL Server 2012 and later preferred.
- Five years of relevant work/management experience
- Experience in finance and investment related fields a plus
- Hands-on experience with storage, network, server or client hardware systems
- Previous experience in customer support, computer operations, system administration

Formal Education & Certification

Degree in Computer Science or other technical discipline with basic knowledge of IT computing systems, or equivalent training and experience

Projected date of hire:

November 15, 2018

Contact information:

Interested candidates should send resume and cover letter to: Michele Hubley at Mhubley@appletonpartners.com