Job Title: Systems Specialist \ Database Manager
Location: Grove City, Ohio
Employment Type: Full Time

Who We Are: The Ohio Harness Horsemen's Association was founded in 1953. The mission of the OHHA is to preserve, protect, promote, and serve the entire Standardbred industry in Ohio and beyond.

Job Overview:
We are seeking a highly skilled and versatile professional to join our team to manage all-things-tech. This unique position will require the ability to manage and execute a broad range of technical matters, initially taking responsibility for database and website management, but with the potential to assume more of the development and design work of both. Additional responsibilities include oversight of hardware, device security, etc. and providing internal IT support. The ideal candidate will be a proactive problem-solver with strong technical expertise and an eye for design, ensuring smooth digital operations and a seamless user experience.

Key Responsibilities:

1. **Database Focused:**
   o Maintain the current database through manual and imported updates to provide accurate records used to support our many programs and reflect accurate information on the database-fed website.
   o Collaborate with the team to design and implement database system solutions that meet office needs.
   o Troubleshoot, debug, and optimize database to ensure peak performance and functionality.
   o Progress to eventual developing and testing of the database and software applications and programs based on project requirements as a potential transition from outsourced services.
2. **Web Manager\Designer:**
   o Regular review the website for accurate and timely information, driven from current database.
   o Update internally or with outsourced service provider to ensure optimal user experiences across various devices and browsers.

- o Work with the marketing team to design custom web pages, landing pages, and digital assets, implementing internally or by coordination with current outsourced services.
- o Progress to overall management of website presence through independent design and through incorporation with current database, including design modifications and enhanced website functionality.

3. **IT Support and Systems Administration:**
   - o Manage and maintain the organization's IT infrastructure, including servers, networks, and hardware.
   - o Provide technical support for internal staff, troubleshooting and resolving hardware and software issues.
   - o Set up, configure, and maintain hardware and software, including computers, printers, and networking devices.
   - o Ensure the security of IT systems by implementing best practices in data protection, backup, and network security.

Skills & Qualifications:

- Proven experience as an IT specialist, including troubleshooting IT hardware and software issues and providing technical support.
- Strong understanding of database management, networking, and server administration.
- Knowledge of cybersecurity, data management best practices, and the ability to implement and train team members in those areas for compliance.
- Strong attention to detail with the ability to work on multiple tasks simultaneously.
- Ability to work independently and as part of a team, with strong communication skills.
- Excellent problem-solving skills, with the ability to identify and address issues quickly and effectively.
- Relevant certifications a plus.
- Familiarity with 4D "4th Dimension" a plus.
- Knowledge of programming languages and web design tools, particularly as outsourced services are migrated over.

Benefits:

- Competitive benefits package including Paid medical insurance, retirement plan, vacation, and sick leave.

How to Apply:
Interested candidates should submit a resume, cover letter outlining your relevant experience, and salary requirements to oadmin@ohha.com.