



DATABASE ADMINISTRATOR

GENERAL RESPONSIBILITIES

Under the leadership of the Coordinator of Information Services, this position is responsible for the day-to-day database management systems operations to include, building, maintaining, administering and supporting the division's mission-critical database infrastructure and securing the data by managing access, privileges and information migration.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform installation, configuration and maintenance of database management systems and related software within the context of a database administration plan.
- Ensure a high performing database environment by developing a database server architecture to provide for the integration of disparate database management systems and servers across the enterprise.
- Perform Data Warehousing and Business Intelligence tasks including dimensional data modeling, OLAP cube design, implementation, reporting and data analysis design and delivery.
- Build/maintain database schema, tables, procedures and permissions.
- Develop/maintain database utilities and automated reporting.
- Automate routine administrative tasks using PowerShell or similar technologies.
- Provide expertise and direction on database issues to development teams; review technical designs and code.
- Release changes to test and production environments.
- Design and implement an effective backup/recovery strategy to support the strategic database environment.
- Establish and enforce database security best practices.
- Setup and configuration of SQL Server instances.
- Apply service packs and hot fixes.
- Troubleshoot performance and stability issues.
- Monitor server availability, schedule jobs, clustering, replication and failover.
- Evaluate new and emerging database management technologies to enable the use of related developmental tools and techniques.
- Evaluate and recommend new database technologies and advise on hardware specifications as needed.
- Design, develop, and maintain a wide array of extract, transform, and load operations both among internal systems and between external in SQL Server Integration Services.
- Provide on-call (off-hour and weekend) support for the systems and associated software.
- Prepare and present written reports and oral presentations.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of theory and concepts related to network and object-oriented databases systems; thorough knowledge of database design, software installation, maintenance procedures and techniques, particularly on the Microsoft SQL Server relational database management system platform; thorough knowledge of industry standard database procedure, software development and data definition language and utilities; thorough knowledge of Data Modeling and Data Normalization techniques; ability to manage multiple databases; ability to write structured computer programs in one or more programming languages; ability to solve multiple and complex problems; ability to evaluate and improve the efficiency and effectiveness of operations; ability to effectively communicate with users of various backgrounds from the novice to the expert programmer; ability to work under time constraints; ability to establish and maintain effective relationships with information services administration, administration members, division staff, vendors and the general public; ability to communicate orally and in writing to prepare comprehensive reports valuating office information system needs and to develop effective policy and procedures for computer and system automation.



EDUCATION AND EXPERIENCE

Bachelor's or Master's Degree in information technology or related field and applicable information technology certifications required. Must have eight (8) or more years of experience in information technology with at least four (4) years of hands-on experience with SQL server and four (4) years of experience in the position of a database administrator for SQL server; experience with Microsoft.Net development is a plus.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license