

DATABASE ADMINISTRATOR

APPLICATION DEADLINE IS WEDNESDAY, FEBRUARY 21, 2018 AT 11:59PM

Division: Information Technology
Reports to: Database Administration Manager
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 39
Monthly Salary Range Minimum: \$4,973
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Performs analysis, performance monitoring/tuning of agency databases, data modeling, optimization, schema implementations; practices and enforces data-related standards and procedures to ensure the consistency of design, accuracy, availability, performance, and proper use of agency databases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Performs database analysis, performance monitoring/tuning, backup/restore, data modeling, optimization, schema implementations, and reorganizations for the agency's Data Base Management System (DBMS).
- Enforces data-related standards and procedures to ensure the consistency of design, accuracy, availability, performance, and proper use of agency databases.
- Provides daily support as well as on-call support for all Structured Query Language (SQL) server databases.
- Provides advanced-level support to the agency's Business Analysts.
- Interprets and writes complex SQL queries to assist with problem diagnosis, strategic planning, and the management of the database and transaction processing environment.
- Assists Developers in following best practices in design of their stored procedures and SQL Server Integration Service (SSIS) packages; creates and maintains stored procedures and SSIS packages.
- Performs ongoing optimization, normalization and coordination of all data tables, queries, and reports in order to eliminate as much data redundancy as possible, including report generation and quality assurance.
- Actively monitor all instances of Microsoft SQL Server, including scheduled jobs and replication.
- Documents agency databases, specifically the relationship between existing and new databases, which will be a critical part of the agency's Data Warehousing/Executive Portal system project initiative.
- Provides assistance to vendor related support of SQL databases, which includes, but is not limited to, analyzing and running vendor provided SQL scripts and troubleshooting database related issues.
- Designs, develops, executes, and modifies data reports via Crystal Reports or SQL Server Reporting Services (SSRS) from the appropriate division or agency system and any other required external organization to meet agency reporting needs or Federal/State audit requirements.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Associate's Degree in Computer Science or related field.
- Three years of database management experience with Microsoft SQL 2008/2012

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities, including special expertise as shown below.
- Knowledge of relational database design and management.
- Knowledge of Microsoft SQL Server 2008/2012 and Microsoft SQL Server SSIS.
- Knowledge of Microsoft Office 2013, with intermediate skills using Microsoft Excel.
- Moderate to advanced knowledge of Transact-SQL (T-SQL).
- Moderate to advanced knowledge of SSRS.
- Working knowledge of SAP Crystal Reports.
- Knowledge of current Microsoft Office products, with intermediate skills using Microsoft Excel.
- Familiarity with and appreciation for database security best practices, especially as it relates to web-based applications.
- Sound knowledge of data integrity.
- Strong organizational and decision-making skills.
- Excellent troubleshooting and analytical skills.
- Strong interpersonal and verbal/written communication skills in both technical and non-technical forums.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely with a high level of detail.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION
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APPLICATION INSTRUCTIONS