



OFFICE OF THE STATE AUDITOR

DATABASE ADMINISTRATOR

Posting Number 2013-09

SALARY RANGE: \$58,627.00 - \$87,941.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

The Database Administrator's role is to design, install, monitor, maintain, and performance tune production and development databases while ensuring high levels of data availability. This individual is also responsible for developing, implementing, and overseeing database policies and procedures to ensure the integrity and availability of databases and their accompanying software.

SUPERVISION RECEIVED:

Reports to the Director of Information Technology.

SUPERVISION EXERCISED:

Oversees assigned staff when required and contractual staff on a project-related basis.

DUTIES AND RESPONSIBILITIES:

- Monitor, optimize and allocate physical data storage for database systems.
- Monitor database system, including stored procedures and execution time, and implement efficiency improvements as directed.
- Work with development staff to develop database architectures, stored procedures, coding standards, and quality assurance policies and procedures.
- Assess and develop long-term strategic goals for production databases in conjunction with IT business analysts, data owners, and department managers. Design and implement redundant systems, policies, and procedures and data archiving to ensure effective protection and integrity of data assets. Maintain proper documentation for all of these tasks.
- Design and maintain security schemas.
- Create models for new database development and/or changes to existing ones.
- Install and configure relevant network components to ensure database access as well as database consistency and integrity.
- Perform database transaction and security audits.
- Establish appropriate end-user database access control levels.
- Develop routines for end users to facilitate best practices database use.
- Manage and/or provide guidance to junior members of the team.
- Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.
- Perform related work as assigned.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- A Bachelor's Degree in Computer Science, Information Systems or related field; an Associate's degree and direct work experience may be substituted.
- A minimum of five years in MS SQL/2008 R2 and beyond
- Technically fluent in T-SQL.
- Working technical experience with designing, building, installing, configuring and supporting database servers.



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- Strong understanding of database structures, theories, principles, and practices.
- Strong understanding of the administration and security of MS SQL and MS Visual Sourcesafe.
- Thorough understanding of the relational database model and experience in designing, modeling, developing and supporting production environments as well as data warehouses.
- Hands-on SQL coding, database tuning, and troubleshooting experience.
- Knowledge of project management and system development lifecycle (SDLC) techniques.
- Strong technical documentation skills.
- Experience with data processing flowcharting techniques.
- Proven analytical and problem-solving abilities.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as part of a team.

PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Knowledge of MS SQL 2012.
- Technological capacity to translate business needs into concrete systems requirements for IT
- Ability and willingness to provide knowledge transfer to IT staff and others as required.
- Familiar with data warehouse and business intelligence project work.
- Experience in ETL design and development.
- Familiar with the database challenges presented by data analytics and big data.
- Demonstrated ability to build effective relationships across diverse internal and external groups.
- High potential for strong and immediate contributions.

Salary is commensurate with experience.

To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than March 1, 2013 to OSA.applications@sao.state.ma.us

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