



# OFFICE OF THE STATE AUDITOR

## DATABASE ADMINISTRATOR

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**Posting Number 2015-26**

**SALARY RANGE (Grade 14A): \$59,452.85 to \$89,178.87 (Commensurate with experience)**

### GENERAL STATEMENT OF DUTIES

The Office of the State Auditor is seeking an experienced Database Administrator responsible for managing databases on Microsoft SQL Server platform. The DBA will administer databases on several Microsoft Windows database servers with databases that serve internally developed applications, external third party applications, as well as data warehouses. The DBA will help migrate older databases to latest versions, and implement advanced database technologies such as columnar databases, tabular model, database replications as well as implement uniform access control practices and advise on other technologies that may help the organization.

### SUPERVISION RECEIVED

Receives supervision and direction from the Assistant Director of Data Analytics.

### SUPERVISION EXERCISED

Provides technical supervision over 1-3 contract personnel on an as needed or by project basis

### DUTIES AND RESPONSIBILITIES

- Setup, upgrade, and manage MS SQL Server database hosts by installing and configuring software.
- Manage database schemas and schema objects such as constraints, indexes, etc. to provide application support and database tuning.
- Manage storage by understanding and reporting the current space utilization, organizing current data, and developing proper mechanisms to ensure storage is efficiently utilized. This may also include monitoring and reporting of storage utilization and cleanup/removal of orphan data.
- Inventory the current database servers and individual databases by performing discovery or working with other team members, then ensure that all databases are adequately being maintained.
- Inventory the current access control mechanisms used in the organization and modify the access to ensure that a uniform access control mechanism is implemented consistent with security policies.
- Review backup requirements and develop backup strategy and plans for the different databases using appropriate strategy for backup, recovery, and failover.
- Ensure that the database servers have adequate security such as limited access through firewalls, database encryption, security and vulnerability patches etc.
- Provide high availability, performance and maintenance of existing and new databases through constant monitoring and pro-active action.



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- Provide guidance and best practices related to the standards, conventions, procedures, integrity and integration of data
- Manage and monitor regular scheduled jobs for application tasks, data exchange, and ETL.
- Create and manage link servers to external databases.
- Create and manage jobs in the SQL Server Agent.
- Evaluate database technologies and related products, including SQL Server tabular model and columnar databases.
- Act as project lead for software products and technologies associated with data or databases.
- Liaise with network administrators and other IT personnel to enhance or resolve issues with internal systems or environment.

### MINIMUM QUALIFICATIONS

The successful candidate will possess and/or demonstrate:

- A Bachelor's Degree in a business or technology related area, including Information Systems, Engineering, or Mathematics.
- A minimum of two (2) or more years of MS SQL Platform experience, with demonstrated Database Administration experience.
- Knowledge in the concepts of Database Administration for Microsoft SQL Server Technologies.
- Knowledge of SQL, specifically MS SQL Server based SQL and T-SQL (Transact SQL) Stored Procedures and Triggers.
- Knowledge in debugging performance issues and performance tuning.
- Ability to effectively utilize SQL Server monitoring and support tools.
- Strong knowledge and comfort with Agile software development methodology, as well as traditional development lifecycles.
- Minimum of two (2) or more years of MS SQL Platform experience, with demonstrated Database Administration experience.
- Strong communication and organizational skills.
- Ability to establish and maintain effective working relationships with all colleagues across the organization and with customers.



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- Ability to demonstrate process improvement through prior technical implementations.
- Ability to follow complex written instructions and/or create them.
- Good understanding of business continuity and disaster recovery practices.

### PREFERRED QUALIFICATIONS

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

- Five (5) or more years of MS SQL Platform experience, with demonstrated Database Administration experience.
- Audit, health care data and/or government agency data work experience.
- Experience using ETL software such as MS SSIS.
- Experience administering databases in support of data mining.
- Experience administering databases in support of Business Intelligence tools such as Cognos, Information Builders, Tableau, SQL Server Analysis Services, SQL Server Reporting Services

### ***No Phone Calls Please:***

To apply, please submit an electronic copy of a cover letter and resume, no later than September 25, 2015 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us) when you apply, we invite you to submit a copy of the [OSA's Voluntary Self Identification Form](#), with your resume

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