

MACON-BIBB COUNTY GOVERNMENT
PLEASE POST FOR ALL POTENTIAL APPLICANTS TO READ

POST DATES: 8/29/14 to 9/17/14

CLASSIFICATION TITLE: DATABASE ANALYST

MINIMUM ANNUAL SALARY: \$31,463.46

WORK WEEK: M - F

LOCATION: IT/Systems and Network

DEPT. HEAD: Steve Masteller

WORK HOURS: 8:30 am to 5:30 pm

NEW REQUIREMENT

REPLACEMENT

Job Summary This position possesses a medium to high degree of technical knowledge, skills, and abilities; and requires medium to advanced independent work and decision-making in the coordination of database management and production of SQL application programming; allocates time between coordinating with the Database Administrator, Division Manager(s) and Administrators, and interfacing with end-users; evaluates, researches, suggests, plans, and implements planned activities on the local to enterprise-wide project levels; coordinate with Database Administrator to ensure that all SQL data and applications on all systems are secure and optimized; and provides assistance in trouble-shooting complex end-user and infrastructure SQL data and application support issues.

Duties and Responsibilities (Prioritized as listed highest to lowest)

Coordinate with Database Manager concerning SQL Server and applications including, but not limited to: maintaining SQL tables, jobs and DTS/SSIS Packages, schedules and maintains backups, monitors database and SQL server's alerts for CPU, memory, and hard disk usage to ensure availability; creates SQL SSIS/DTS packages to import/export data to users or applications, creates SQL reports, automates processes through the use of web applications and SQL tables, and modifies data for use in 3rd party applications or internal processes; monitors and maintains application servers, manages application updates with vendors, installs new releases to software components, and works to maximize the server resources; creates new in house applications or interfaces for users, follows an application plan that includes the gathering requirements, analysis, design, code and test, user testing, application launch, and maintenance; maintains the many legacy application and 3rd party applications, updates code (asp to asp.net), works with users on feature changes, upgrades and updates; and prevents issues in the application or underlying systems through flaws in the design, development, deployment, upgrade, or maintenance of the applications, and maintains the Active Directory and SQL Server users/passwords.

Coordinate with the Systems and Network Division Manager, other Administrators concerning the implementation, monitoring, testing, and review and interpretation of system and network operational security requirements; ensures system security, data integrity, system optimization, and backups of all SQL data and applications; evaluate end-user and infrastructure needs and productivity enhancements; research methods of addressing end-user needs and data delivery enhancements to increase end-user productivity, SQL optimization and stability; coordinate with IT staff in planning the incorporation of maintenance and enhancement updates and upgrades; and , provide leadership concerning the implementation of planned end-user and application creation and enhancement activities.

Addresses SQL support issues and database modifications, in conjunction with the Database Administrator, at a localized to enterprise-wide level application inter-dependencies; which may at

times require decision-making, independence, and end-user training involving implementing SQL application and database enhancements and modifications.

Research, explore, and identify possible deficiencies and vulnerabilities within the database and SQL application code, and define the corrective action(s) required to resolve and enhance these areas

Attends scheduled and unscheduled planning and production meetings, and ensures that all database and SQL application modifications are completely documented, and any support requests handled outside of the IT Helpdesk are logged accurately with the Helpdesk Manager.

Conduct research in an effort to continually enhance technical growth individually, within the department, and within the organization where applicable; and act as a mentor concerning professionalism and technical skill sets within the Department of IT, Macon-Bibb County, and external to Macon-Bibb County.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of SQL and database fundamentals and advanced complex concepts

Knowledge of SQL servers and database monitoring and operation

Knowledge SQL server system management, support, and maintenance

Knowledge of operating systems that host SQL server functionality

Knowledge of the software development cycle

Knowledge of database systems analysis to determine, requirements for upgrades, optimization, etc..

Knowledge of database security and auditing

Knowledge of SQL and database trouble-shooting, testing, and monitoring concepts

Knowledge of methods and techniques of research, statistical analysis and report preparation

Knowledge of standard enterprise office automation and business software

Skill in building professional relationships

Skill in effective time management

Skill in educating via both “broad-brush” and detailed when applicable

Skill in enterprise security, ensuring data integrity, and data backups

Skill at generating or adapting applications and technology to serve user needs.

Skill in trouble-shooting, identifying problems, reviewing related information, optimization, applying database standards, ranging for basic to complex.to develop and evaluate options and implement solutions.

Ability to focus on achieving goals, including those involving external departments, agencies, and public

Ability to communicate effectively (verbal and written)

Ability to multi-task in a high activity/energy professional environment that includes multiple and concurrent projects and project deadlines, and occasional interruptions and walk-in appointments

Ability to resolve problems in a timely, efficient and effective manner

Ability to plan, coordinate and organize work; set priorities and meet critical deadlines

Ability to in research information relating to database programming, trouble-shooting, optimization, security, etc..

Ability to demonstrate confidentiality concerning sensitive information

Ability to communicate well verbally and written

Ability to conduct oneself in a professionalism and courteous manner
Ability to implement objectives in a well-planned manner

Minimum Qualifications

A Bachelor's degree in Computer Science, Mathematics, or a related field with (2) years of progressive SQL database experience; or an Associate's degree in similar course work in conjunction with IT-related credentials and (4) years of progressive system and network experience.; or an equivalent combination of relevant education and experience deemed appropriate by the Director to provide sufficient knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.

Special Requirements

Must possess a Class C driver's license.

Working Conditions

Typically works in temperature controlled office environment, barring infrequent field work

Minimum travel

High visibility of behavior

Moderate physical activity (lifting, stretching, standing)

If you feel you qualify for the above position apply online at www.maconbibb.us or in person at the Human Resources Department, Macon-Bibb County. Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER