

JUNIOR DATABASE ADMINISTRATOR

APPLICATION DEADLINE IS WEDNESDAY, FEBRUARY 3, 2016 AT 11:59PM

Division: Information Technology
Reports to: Database Administrator Manager
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 38
Monthly Salary Range Minimum: \$4,689
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: Provides daily support as well as on-call support for all Structured Query Language (SQL) server databases, which includes practicing all agency data-related standards and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Provides daily support as well as on-call support for all Structured Query Language (SQL) server databases, which includes practicing all agency data-related standards and procedures to ensure the consistency of design, accuracy, availability, performance, and proper use of agency databases.
- 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.
- Provides advanced-level support to the agency's Business Analysts, including acting as a back-up during absences or when such positions may be vacant due to planned vacations, sick leave, or other such reasons.
- Interprets and writes simple to moderately difficult 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; may create and maintain stored procedures and SSIS packages.
- May document agency databases, specifically the relationship between existing and new databases, as a critical part of the agency's Data Warehousing/Executive Portal system project initiative.

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.
- One year of database management experience with Microsoft SQL 2005/2008.

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:

- Knowledge of relational database design and management.
- Knowledge of Microsoft SQL Server 2008/2012 and Microsoft SQL Server 2008/2012 SSIS.
- Knowledge of Crystal Reports.
- Knowledge of Microsoft Office 2013, with intermediate skills using Microsoft Excel.
- Working Knowledge of Transact-SQL (T-SQL).
- Working Knowledge of SQL Server tuning and monitoring tools, including Performance Monitor and Profiler.
- Working knowledge of Business Intelligence Development Studio for Microsoft Visual Studio 2008 is preferred.
- General knowledge of Microsoft XP, Microsoft Vista, Windows Server 2008 and Active Directory is preferred.
- 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.
- 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.

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.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE INSTRUCTIONS

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION