



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

## SENIOR DATABASE ADMINISTRATOR BURLINGTON ELECTRIC DEPARTMENT

**POSTING DATE:** November 30, 2015

**RANGE OF PAY:** \$55,083 – \$90,299 /year

**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** December 8, 2015

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** A06

**UNION:** IBEW

This position is responsible for the administration and maintenance of BED's Oracle and MSSQL servers, associated hardware, software, databases, and data warehousing systems. Primary responsibilities include troubleshooting, monitoring, performance tuning, and providing efficient resolution to any database issues. Additionally, this position provides data modeling, metadata management, report creation and support as needed.

### Essential Job Functions:

- Responsible for the overall Management of enterprise databases, including the design and implementation of both Oracle and MSSQL environments. Manages accessibility, integrity, tuning, backup, restoration, and security.
- Administers database servers on both Linux and Windows systems, including selection and purchase of hardware and software, upgrades, installations, authority, backup of operating systems and data, interfacing with third-party applications requiring access to the databases, user access and security, and database processes.
- Prepares annual operating and capital budgets for area of responsibility.
- Coordinates implementation of projects requiring enterprise-wide data access or support.
- Creates and maintains complete documentation for all applications and systems in area of responsibility, including user instructions and training, operation and process flow, troubleshooting, maintenance, and code.
- Recognizes and identifies problems, performs analysis, makes recommendations and implements solutions regarding software applications, business processes/procedures and system integration.
- Creates and maintains backup and disaster recovery procedures for servers in area of responsibility.
- Ensures proper and efficient program application use by maintaining up-to-date knowledge of programming, database design and development techniques, and IT Best Practices, operating procedures and standards.
- Collaborates as a member of BED's IT Team, sharing information and documentation as necessary.
- Develops, implements, and enforces policies, procedures and standards for Oracle and MSSQL server environments.
- Provides "on call" support for servers and applications in area of responsibility.

### Qualifications/Basic Job Requirements:

- Bachelor of Science in Computer Science, or related field required
- Five (5) years direct experience with installation, management and administration of Oracle, Microsoft SQL or other relevant database technologies required.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Working knowledge of Linux (RedHat) command line and utilities required.
- Working knowledge of Windows Server operating systems
- Professional certification preferred.
- Demonstrated experience with installation, management and administration of Oracle 11g or greater, and MSSQL 2008 or greater servers and databases required.
- Demonstrated experience using SQL query language, ability to write, analyze, debug and tune complex SQL statements.
- Experience with diagnosis and troubleshooting of performance issues and root cause analysis to the OS or DB level.
- Experience with database backup/recovery as well as high-availability, clustering, replication and disaster recovery technologies.
- Must possess excellent oral, written and analytical skills.
- Ability to provide technical presentations and training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to work effectively in a team-oriented, collaborative environment.
- Ability to multi-task, working under minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to travel to and from various sites within the City of Burlington.
- This position occasionally requires working after normal business hours, including nights, weekends and holidays as needed, to conduct system maintenance, backups, or remedial actions during periods of low activity.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact

Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.