



NEW YORK CITY DEPARTMENT OF EDUCATION
CITYWIDE VACANCY NOTICE

CIVIL SERVICE TITLE:

Certified Database Administrator (13644)
Level 2

FUNCTIONAL TITLE:

Database Administrator

ASSIGNMENT NUMBER:

740-08-025

NUMBER OF POSITIONS AVAILABLE

1 position

PROGRAM AREA:

Division of Instructional & Information
Technology

LOCATION:

2 MetroTech Center – Suite 3600
Brooklyn, New York 11201

SALARY:

\$76,549 +

The Office of Web Server Operations is responsible for managing, implementing, overseeing, developing, monitoring and maintaining hardware and software technical support services for Intranet & Internet Web servers in a Microsoft, IBM, CISCO environment. This includes the development, installation, support and implementation of web servers and applications, Content Management Systems (CSM) and Local and Wide Area Networks.

JOB DESCRIPTION:

1. Provides overall database architecture, design, installation, configuration, technical support and maintenance of the MS SQL 2000 and 7.0 Enterprise Databases in a Storage Area Network and Cluster Server environment.
2. Responsible for providing application development support for Query Optimization, Stored Procedures, Triggers, Indexes etc. for multiple development applications.
3. Ensures accuracy and completeness of data backup and recovery and formulates and monitors policies, procedures and standards relating to database management.
4. Maintains error and system maintenance logs, administers replication and log shipping for large databases and issues reports on a regular basis.
5. Monitors, performs and troubleshoots on a daily basis ETL (Extract, Transform and Load) jobs to ensure data integrity utilizing FTP (File Transfer Protocol), Command Scripts, Task Scheduler, BCP (Bulk Copy Program) and DTS (Data Transformation Services).
6. Monitors databases for optimal performance and establishes and monitors best practices, policies and procedures.
7. Responsible for promoting stored procedures and database schema into multiple environments i.e. QA, Staging and Production. Responsible for configuration and change management of these environments.
8. Provides database architecture, design, installation, configuration, technical support and maintenance of the Microsoft BizTalk Server.
9. Installs, configures, troubleshoots and supports Internet Information Services (IIS) application servers, Microsoft Windows 2000 Advanced Server and Windows 2003 Enterprise Servers.
10. Monitors SQL server activities on a proactive basis and makes adjustments as necessary to assure continued performance.
11. Administers user accounts and monitors security requirements of the database.
12. Develops database security standards compatible with efficient user operation and system security requirements.
13. Ensures the on-going operation of databases and related applications by developing, testing and implementing appropriate back-up and recovery procedures, conducting periodic tuning of the databases, capturing and reporting database usage statistics as required, regularly monitoring space usage, allocating disk space and providing technical support as needed.

MINIMUM REQUIREMENTS

Microsoft Certified Database Administrator (MCDBA) –OR-
Microsoft Certified Technology Specialist: SQL Server 2005 –AND–

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in database administration planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management;

OR

2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience of which at least 2 years must have been as described in "1" above;

OR

3. A master's degree in computer science or a related field from an accredited college may substitute for one year of experience. However, all candidates must have at least one year of satisfactory full-time (not classroom based) information technology experience as described in "1" above.

In addition to meeting the minimum Qualification Requirements, incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

PREFERRED QUALIFICATIONS

1. Experience as a database administrator.
2. Experience with .NET applications.
3. Experience with Oracle 10g database servers.
4. Knowledge of Storage Area Networks.
5. Must possess the ability to exercise independent judgment, creative problem-solving techniques, and the ability to work in a team environment.
6. Excellent written and verbal communications.
7. Microsoft Certified Systems Engineer (MCSE) Windows 2003.

To apply for this assignment, send resume to:

New York City Department of Education
Division of Instructional & Information Technology
Re: Database Administrator
2 MetroTech Center – Suite 3600
Brooklyn, New York 11201
Attention:
OR by e-mail to:
DBAdmin@schools.nyc.gov

Applications must be received by July 18, 2008.

Quote assignment number and day-evening phone numbers on the top right corner of your resume. Only applicants scheduled for interviews will be contacted.

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