



NEW YORK CITY DEPARTMENT OF EDUCATION
CITYWIDE VACANCY NOTICE

CIVIL SERVICE TITLE:

Certified IT Administrator (Database)
(13644) Level 1

FUNCTIONAL TITLE:

Database Administrator

ASSIGNMENT NUMBER:

740-09-007

NUMBER OF POSITIONS AVAILABLE

1 position

PROGRAM AREA:

Division of Instructional & Information
Technology

LOCATION:

2 MetroTech Center – Suite 3600
Brooklyn, New York 11201

SALARY:

\$73,480 +

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, and CISCO environment. This includes the development, installation, support and implementation of web servers and applications, Content Management Systems (CMS) and Local and Wide Area Networks.

JOB DESCRIPTION:

1. Provides senior-level database administration to design, implement and support .NET applications with Microsoft SQL Server back-end.
2. Provides overall database architecture, design, installation, configuration, technical support and maintenance of the MS SQL 2000 and 2005 Enterprise Databases in a Storage Area Network and Cluster Server environment.
3. Designs and implements replication between SQL Server 2000 and SQL Server 2005 databases.
4. Installs, configures, troubleshoots and supports Internet Information Services (IIS) application servers, Microsoft Windows 2000 and 2003 Server Operating systems.
5. Plans, configures and conducts daily/weekly database backups and periodic recovery to ensure accuracy and completeness.
6. Monitors SQL server activities on a proactive basis and makes adjustments as necessary to assure continued performance. Makes load balancing adjustments as necessary.
7. Administers user accounts, monitors security, controls and authenticates user certificates and supports user authentication & passwords across Development, QA, Staging and Production environments.
8. Maintains error and system maintenance logs and issues reports on a regular basis.
9. 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) and SSIS packages.
10. Provides database architecture, design, installation, configuration, technical support and maintenance of the Microsoft BizTalk Server 2006.
11. Responsible for providing application development support for Query Optimization, Stored Procedures, Triggers, Indexes etc. for multiple development applications.

MINIMUM REQUIREMENTS

Microsoft Certified Database Administrator (MCDBA) –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. A minimum of 6 years software/hardware technical support experience as a Database Administrator, supporting multiple Web Intel servers in a Microsoft Windows 2000, 2003 and MS SQL2000 database environment.
2. Experience maintaining and supporting Microsoft SQL databases.
3. Experience conducting daily and weekly database backups using Legato software.
4. Experience with Data Security, Data Confidentiality, Data Access Privilege management.
5. Strong knowledge of MS SQL 2000 and 2005 and preferably Oracle RDBMS 8.0.
6. Strong knowledge of Microsoft Biztalk 2004 Or 2006.
7. Solid working knowledge and experience with IIS.
8. Solid working knowledge of Microsoft Windows 2000 and 2003 servers.
9. Good knowledge of Federated Databases, Log Shipping, Remote/Linked Server configuration, Data modeling using Visio, ER Studio etc.
10. Firm knowledge of BizTalk Server and XML technology.
11. Firm knowledge of Microsoft Active Directory.
12. Strong knowledge of Browsers and applet viewers Netscape & Internet Explorer 5.6.
13. Excellent oral & written communication skills.
14. Certification in Microsoft Certified Systems Engineer (MCSE) for 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)
2 MetroTech Center – Suite 3600
Brooklyn, New York 11201
Attention: Wagiha Saif
OR by e-mail to:
DBAdmin2@schools.nyc.gov

Applications must be received by August 15, 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.

The New York City Department of Education is a Workforce Diversity/Equal Opportunity Employer