



NEW YORK CITY DEPARTMENT OF EDUCATION
CITYWIDE VACANCY NOTICE

CIVIL SERVICE TITLE:

Certified IT Administrator (Database)
(13644) Level 3

FUNCTIONAL TITLE:

Database Analyst

ASSIGNMENT NUMBER:

740-09-008

NUMBER OF POSITIONS AVAILABLE

1 position

PROGRAM AREA:

Division of Instructional & Information
Technology

LOCATION:

2 MetroTech Center – Suite 3600
Brooklyn, New York 11201

SALARY:

\$82,666 +

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 (CMS) and Local and Wide Area Networks.

JOB DESCRIPTION:

1. Provides project lead on two interactive web interface applications and oversees the implementation, enhancement and creation of new applications and back-end databases within specified timeframes.
2. Designs, creates and implements Crystal reports and other complex database structures that function in accordance with DOE specifications and operate in conjunction with existing technologies to meet the business needs of the DIIT Service Center.
3. Responsible for the identifying and investigating application problems and issues, performing root cause analysis, and implementing an action plan for the resolution and dissemination of conclusions.
4. Develops and updates system administration procedures and works closely with other IT resources including developers, business analysts, project analysts, and server operations.
5. Creates and implements new help desk call and response tracking applications and databases to track technical specifications and requirements. Enhances existing applications to meet the business needs of the DIIT Service Center.
6. Assists in the analysis of business requirements and matches appropriate technology to optimize productivity.
7. Maintains error and system maintenance logs and issues reports on a regular basis.
8. Designs, tests for and makes improvements on scalability in databases and the self support and asset management web-based 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. Eight or more years of experience designing and implementing databases and applications.
2. Working knowledge of SQL Server 2000 and Crystal Reports.
3. Working knowledge of Support Magic or other Help Desk management software (Magic 7.5 preferred).
4. Working knowledge of ETL techniques.
5. Ability to develop and implement an SQL database involving complex business rules
6. Experience in database modeling.
7. Demonstrated experience in the development of complex stored procedures.
8. Experience in C#, VB.NET, ASP.NET, WEB Service under .NET Framework in Visual Studio.NET Environment and in developing Web compatible products using ASP, XML, XSLT, PL/SQL, VBScript, JavaScript, SQL Server and COM with Visual Basic as a development tool.
9. Good comprehension, analytical, organizational, written and verbal communication skills and an ability to work under pressure in a collaborative environment.
10. Ability to understand, document and analyze complicated enterprise specific business rules.
11. Working knowledge of how to design for, test, and improve scalability in database and web-based applications.
12. Availability to work flexible hours and weekends, as needed.

To apply for this assignment, send resume to:

New York City Department of Education
Division of Instructional & Information Technology
Re: Database Analyst
2 MetroTech Center – Suite 3600
Brooklyn, New York 11201
Attention: Wagiha Saif
OR by e-mail to:
DBAnalyst@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.

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