

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Database Administrator/Developer</b>
<b>Salary:</b>	<b>\$90,000 - \$110,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Information Systems &amp; Technology</b>
<b>Period:</b>	<b>July 10, 2017 - Until Filled</b>

### JOB DESCRIPTION

The Bureau of Information Systems and Technology provides a full range of technology support services for key business functions and Charter mandated responsibilities of the Comptroller's Office. These service include: technology strategic planning, web site development, graphic design, disaster recovery, systems development, network administration, audio/visual services, business process re-engineering, change management, program management, security administration, help desk, computer operations, telecommunications, and document management.

Under the direction of the Executive Director for Application Development, the Database Administrator/Developer is responsible for the performance, integrity and security of the Database Management System. The position will also be involved in the planning and development of the database as well as troubleshooting any issues. Duties and responsibilities of the position include, but are not limited to, the following:

- Develops SQL Server Integration Services (SSIS) packages for ETL and SQL Server Reporting Services (SSRS) for report generation;
- Monitors and optimizes the performance of the database;
- Maps out the conceptual design for a planned database; installs, upgrades and tests new versions of the DBMS and maintains data standards;
- Writes database documentation, including data standards, procedures and definitions for the data dictionary (metadata);
- Controls access permissions and privileges;
- Develops, manages and tests back-up and recovery plans;
- Engages in capacity planning and works with infrastructure teams to allocate system storage and planning future storage requirements for the database system;
- Modifies the database structure, as necessary, from information given by application developers;
- Contacts database vendor for technical support; generates various reports by querying from database as needed; and,
- Performs other related functions and special projects as may be required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. A master's degree in computer science from an accredited college and three (3) or more years of progressively responsible full-time experience using information technology in computer applications programming, systems programming, computer systems development, database administration, planning of data/information processing, or user services, at least 18 months of this experience must have been in an administrative, managerial, executive capacity or in the supervision of staff performing duties in the areas described above; or
  2. A baccalaureate degree from an accredited college and four (4) or more years of experience as described in "1" above; or
  3. A satisfactory combination of education and experience equivalent to "1" or "2" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated experience as a Database Administrator or Developer working in a team environment;
  - 1-2 years of experience serving as Database Administrator of MS SQL Server environment (2008 and higher) strongly preferred;
  - Expertise in SQL Server Integration Services (SSIS) for ETL and SQL Server Reporting Services (SSRS) for report generation;
  - Experience in Data Modeling, Database design and well versed with SQL Server best practices;
  - Substantial experience creating and maintaining an extraction, transformation and loading process from source systems or files to a database;
  - Ability to extract data (manually and automated) according to specified requirements, business logic and output format;
  - Strong communication skills required;
  - Knowledge and experience with MySQL is ideal;
  - Ability to plan, organize, and work on multiple tasks simultaneously.
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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

Certain residency requirements may apply. **We appreciate every applicant's interest; however, only those under consideration will be contacted.**

**Note:** Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> July 10, 2017	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 015/018/001
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The NYC Comptroller's Office is an Equal Opportunity Employer