

# SENIOR DATABASE ADMINISTRATOR

(Classification - Senior Information Systems Specialist)

**Napa County, California ~ A Tradition of Stewardship. A Commitment to Service.**

**SALARY:** \$70,803 - \$95,181 Annually DOQ/DOE

Napa County, Information Technology Services, seeks a Senior Database Administrator who has the technical, communication and business savvy skills to help with day-to-day database administration needs and proactively keeping our technology and services relevant as systems change and technology landscapes advance.

## THE DEPARTMENT

Information Technology Services (ITS) is a Division of the County Executive Office and is responsible for the development, operation and maintenance of all County internet and intranet information systems throughout 18 departments and some County special districts. With approximately 52 employees we are just the right size to be effective and nimble. Our division is responsible for the continuous lifecycle of the information technology solutions from deployment and management, to replacement. We are passionate about serving the public and making a difference in the lives of those we serve. We provide technical leadership for enterprise-wide information services that support the County's mission -- providing reliable, cost effective and innovative solutions to make the County a leader in its use of technology. Our division supports professional development of our employees who are a team of dedicated professionals who are motivated, smart, empowered, and self-directed.

## Our Division Values:

- Commitment to excellence in customer service.
- Creating a work environment that encourages teamwork and cooperation.
- Creating solutions acceptable enough that all participants can support it.

*We are looking for someone to bring in new and creative ideas to take us to the next level of innovation.* Our County and Division strive to provide best in practice and excellence in customer service to both our internal and external customers. Our drive to provide these services also perpetuates growth opportunities and rewarding careers for our technical and professional staff.

## THE JOB

This position reports to the Network Supervisor and will support 36 SQL Servers containing 800+ databases of varying sizes in development, test and production environments. This position provides advanced administration technical support for the database environment. As the Senior Database Administrator, you will be a savvy professional capable of supporting new database installations, upgrades, maintaining existing solutions, completing day-to-day operational tasks, and resolving complex database challenges. This position is a lead technical support person responsible for resolving the more complex database hardware and software problems. You will also participate in the evaluation of database options, make recommendations regarding new technologies and techniques, work with senior and executive management throughout the County, oversee and assign work to staff, and lead special projects and initiatives.

## THE IDEAL CANDIDATE WILL...

### TECHNICAL EXPERTISE

- Have the ability to look at different solutions to resolve technical challenges.
- Direct the County's database administration program.
- Monitor databases for resource utilization.
- Design, install, configure and maintain logical and physical databases.
- Ensure database servers meet processing requirements, and monitor and administer data management policies.
- Monitor and administer policy and procedures.

- Evaluate and make recommendations regarding hardware, software, server and systems and programs as related to database designs.
- Manage data from multiple sources including internal, external and 3<sup>rd</sup> party

#### **COMMUNICATIONS / INTERPERSONAL / OPERATIONS**

- Be strategic, forward focused and develop a proactive maintenance plan that will remain up-to-date and adjust with the changing landscape
- Assess enterprise and departmental database needs.
- Be customer sensitive, driven and responsive.
- Leverage your customer service skills to support the various departments and their various business needs.
- Strive to improve the effectiveness of County technology.
- Develop and implement appropriate training and user documentation and provide support and recommendations to end users and other technology.
- Research products and manufacturers, providing technical evaluation of products, installing, or upgrading systems as appropriate.
- Communicate with vendors and make presentations to technical and non-technical audiences.
- Provide technical expertise and recommendations to decision makers.
- Provide recovery expertise during emergencies, or in case of equipment failure.
- Attend seminars and read and evaluate trade journals, vendor reports and other information sources for emerging technology.
- Strong verbal and written communication skills and ability to communicate technical information to nontechnical audiences.

**EMPLOYMENT STANDARDS:** *Any combination of education and experience that would likely provide the required knowledge skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

- A Bachelor's degree from an accredited college or university with major coursework in computer science, management information systems, or a related field.
- Considerable (3 years or more is desirable) SQL Microsoft database administration experience required.
- Considerable (3 years or more is desirable) systems analysis experience in database design and application.

#### **IDEAL EXPERIENCE AND QUALIFICATIONS:**

- Strong understanding of backup and recovery plans, re-index operations, update statistics and other system commands and objectives such as database consistency checker (DBCC), dynamic management views, T-SQL and data transfer services (DTS).
- Experience with database migration between various environments (test, quality assurance, staging and production).
- Experience troubleshooting and resolving issues with performance tuning, and optimizing databases, and connectivity, security and other related issues, such as: CPU, memory, input/output (I/O), disk space and other resource contention.
- Experience in performance tuning, query optimization, blocking and deadlocking analysis and familiarity with using Performance Monitor, SQL Profiler and other related monitoring and troubleshooting Tools
- Experience automating operational tasks with PowerShell.
- Knowledge and experience with SQL Server components such as: Analysis Services, Reporting Services and Integration Services; some knowledge and experience with SharePoint 2007 and 2010.
- Strong knowledge of SQL database development: tables, indexes, views, stored procedures, triggers, constraints, normalization, etc.
- Possession of a valid California driver's license.

#### **IDEAL CERTIFICATIONS AND SYSTEM EXPERIENCE:**

- Napa County's network infrastructure is Microsoft consisting of several MS SQL server versions 2000, 2005, 2008, 2008R2, 2012 and several SQL express servers.
- **MSCA** – Microsoft Certified Solutions Associate and/or **MSCE** – Microsoft Certified Solutions Expert.

**BENEFITS:** Napa County offers a generous benefits package. [CLICK HERE TO VIEW BENEFITS PACKAGE](#) view benefits details.

**HOW TO APPLY:** *For first consideration, submit your application by **May 23, 2014**.* This recruitment will remain open until filled, or until the County has received enough qualified candidates, so apply ASAP to be considered.

- **Submit your resume and cover letter to:**
  - EMAIL: [wendi@wbrowncreative.com](mailto:wendi@wbrowncreative.com) or
  - FAX: 866-224-1423

**Questions?** Contact your recruiter, Wendi Brown, at 541-858-0376 (direct), 866-929-9227 (toll free).

**APPLICATION SPECIFICS:** In your resume and/or cover, please be sure to describe your experience with:

- **SQL database development:** tables, indexes, views, stored procedures, triggers, constraints, and normalization.
- **MS SQL server versions:** explain which versions you are familiar with, and which would you be considered an expert?
- **Database Administrator Experience:** supporting new database installations, upgrades, maintaining existing solutions, completing day-to-day operational tasks, and resolving complex database challenges.
- **Leadership and Customer Service:** provided instruction to others in a group setting, motivating teams to produce results, success building relationships and satisfying customers.
- **Project Management Experience:** related to a database project and/or infrastructure solution you either managed or participated in; and your role relevant to managing/designing the project: scope, customer relations, timelines, budgets, work plans, tools, etc.

**SELECTION PROCESS and OTHER REQUIREMENTS**

1. Applications, resumes and cover letters will be reviewed to determine those candidates who best match the competencies established for this recruitment and meet the organization's needs.
2. Final candidate(s) will be required to successfully complete background and reference checks.
3. The appointee may be subject to a post-offer medical evaluation or examination.

***Napa County is an Equal Opportunity Employer***

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