



DETROIT WATER AND SEWERAGE DEPARTMENT

JOB POSTING

735 Randolph - Suite 2000
DETROIT, MI 48226

OPEN COMPETITIVE

Please read entire document before starting your application

Job Category: Technician
Title: Database Administrator
Minimum Salary: \$52,924
Open: May 26, 2015

Recruitment Unit: Information Technology
Vacancies: 2
Maximum Salary: \$116,592
Targeted Date to Fill: Open Until Filled

GENERAL SUMMARY:

The Database Administrator operates under limited supervision and manages performance, integrity and security of DWSD databases. Designs, implements, and maintains databases with respect to access time, access methods, device allocation, validation checks, organization, protection and security, documentation, guidelines, and statistical methods. The Database Administrator must also maintain a valid Michigan Driver's License and the ability to drive a motor vehicle on all terrain, follow security and safety policies and procedures in carrying out work duties, as well as work various shifts including weekends, and provide on the job training.

REQUIRED EDUCATION AND EXPERIENCE (position requirements at entry)

- Bachelor's Degree in Computer Science, Information Technology or related field and a minimum of two (2) years of experience; or combination of related work experience and education
- Must acquire and maintain Microsoft Certified Solutions Associate for SQL Server or Oracle Database Administration Certified Associate certification two (2) years of Level 1 designation

ESSENTIAL JOB FUNCTIONS

(Illustrative only, may not include all of the duties listed nor do the listed examples include all of the tasks that may be performed)

- Lead database design to support user/business needs, application development and implementation efforts, and the project team
- Provide direction to solutions involving database activities including physical structure, functional capabilities, security, and back-up/recovery specifications
- Provide maintenance of database dictionaries, the overall monitoring of standards and procedures, and the integration of systems through the database design process
- Consult, coordinate, and communicate with business units and IT staff providing solutions and recommendations which integrate with current and future database, application, and infrastructure architectures
- Design, test, implement, monitor and maintain Oracle and Microsoft SQL Server database systems to meet organizational availability and security requirements
- Code and implement database definitions and descriptions; develop and administer database utility routines for verifying the validity of data element values, optimizing performance, backing up and recovering data sources and maintaining the integrity of the organization's database systems
- Provide database requirements, design, installation, support and problem resolution
- Maintain and monitor performance, capacity, and availability of organization-wide databases
- Provide technical documentation, expertise, training, and consulting related to database creation, maintenance, and uses
- Manage database software licensing and database management projects
- Responsible for defining technical database design and implementation approaches for IT projects
- Follow security and safety policies and procedures in carrying out work duties
- Provide on the job training



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RELATED JOB FUNCTIONS:

- Assist other IT staff and IT management as needed with overflow activities involving the support and maintenance of computers, printers, applications, databases, networks, servers, storage, and data center facilities, and the installation, decommissioning, and relocation of related IT equipment.
- Perform related work duties as assigned

KNOWLEDGE OF:

- Concepts, practices and procedures (COBIT and ITIL), including Change Management, Software/Systems Development Life Cycle for IT systems development and management
- Hardware, software, application, database and network environments currently in use at DWSD
- Principles and techniques of database and application development and languages in use at DWSD
- Principles and techniques of systems analysis, design and development lifecycle
- Installation and maintenance of application and database components
- Water and wastewater business functions and operations

SKILL TO:

- Install, remove, and make modifications to technology
- Apply IT policies and programs in a manner aligned with the DWSD mission, goals, and strategies
- Independently, and as part of a team providing timely, high quality customer-focused services
- Work in a busy environment, with frequent interruptions and still be able to prioritize and resolve conflicting requests
- Work in a professional manner with access to confidential and other data types
- Exercise good judgment, discretion, maintains confidentiality, and work with independence, initiative and professionalism
- Work in a team environment that provides the capacity for IT project delivery
- Resolve technology and user issues both verbally and in writing to end-users of varying computing skills
- Deliver quality written documentation and presentations, including the ability to make technology understandable to end-users
- Understand and translate the needs of varied users into IT system requirements
- Use advanced technology

ABILITY TO:

- Work independently, and as part of a team providing timely, high quality customer-focused services
- Demonstrate critical thinking ability
- Work in a team environment that provides the capacity for IT project and service delivery
- Organize, perform and or coordinate technology tasks and projects
- Define appropriate technical approaches and solutions to projects and business initiatives
- Determine critical project criteria to ensure project completion
- Perform database administration on multiple enterprise application databases
- Instruct groups or individuals on technology
- Deliver quality customer service to users
- Write technical and non-technical documentation
- Interact and communicate with IT staff and business users



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- Apply IT policies and programs in a manner aligned with the Department mission, goals, and strategies

ABILITY TO (CONT):

- Learn new application software packages, operating systems, and IT processes and procedures
- Effectively utilize appropriate safety equipment and procedures
- Communicate effectively, both verbally and in writing
- Understand and follow verbal and written instructions
- Establish and maintain effective working relationships with others
- Communicate frequently with the team members and other units across the Department about process, equipment or potential problems
- Direct team activities or to work as a team member
- Demonstrate leadership skills and mastery of IT principles and procedures

Other Requirements

- Valid Michigan Driver's License

Comments

The Detroit Water and Sewerage Department is an Equal Opportunity Employer

Please Note: Employment with the Detroit Water and Sewerage Department has been set apart from the established employment processes of the City of Detroit.

THE WAY WE WORK

The Employees of DWSD....

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner
- Apply the proper safety/security practices according to established protocols, guidelines and policies

Please submit an employment application, letter of interest and resume for this position to:

**Detroit Water & Sewerage Department
Attn: Karen Darty, Human Resources Generalist
735 Randolph, Suite 2001, Detroit, MI 48226**

The Employment Application can be found on DWSD's Website:

http://www.dwsd.org/pages_n/careers.html