



City of Philadelphia

Office of Innovation & Technology

Job Title:	SQL Database Administrator
Reports To:	Database Manager
Unit:	Database Management

Summary

The Office of Innovation & Technology (OIT) is the central IT agency for the City of Philadelphia headed by the Chief Innovation Officer (CIO). The Data Management Group has the responsibility for the design, development, implementation and support of OIT's database platforms. The primary responsibility of this position will be to architect, plan, design, and implement the enterprise SQL environment as the foundation to support the various capital projects requiring SQL as its backend data base structure. As an integral part of the DB team, this position will work closely with internal units and multiple departments and agencies throughout the City of Philadelphia.

The successful candidate must reside in the City of Philadelphia or establish primary residence in the City of Philadelphia within six months of employment. This position is open to US Citizens and those that are authorized to work in the US. Please provide citizenship status when applying for this position

Responsibility

- Provide technical planning, design and implementation of the Enterprise SQL database environment including:
 - Overseeing the development and organization of the databases, assessment and implementation of this new technology
 - Provide OIT with a long-term perspective on the relationship of database technology to the business opportunities facing the City
- Work with architecture, application development and operations to help achieve a state-of-the-art environment that meets current and future business objectives
- Train and develop technical support and applications staff to better utilize on-line processing databases environment
- Identify and design tools to assist in the management of the database and transaction processing environment
- Create a working model of the transaction processing environment for capacity assessment and planning
- Develop a methodology for the ongoing assessment of database performance and the identification of problem areas
- Develop a security scheme for the database environment, as well as assisting in disaster recovery if necessary
- Provide leadership during the development and enhancement of production applications including working with applications, technical support and operations during the design, development and implementation of applications
- Work with the transaction processing area to develop both the physical and the logical database administration functions and assists in the development of the processing database and computing environments
- Work with others in IT to build the logical database area and provide technical guidance during all phases of the development process
- Work with vendors in evaluating and implementing new technologies
- Own, track and resolve database related incidents and requests within established SLAs
- Review service related reports (e.g: database backups, maintenance, monitoring) on a daily basis
- Respond to database related alerts and escalations and working with database engineering to come up with strategic solutions to recurring problems that ensure the most efficient and effective solutions



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- Establish and maintain communication with technology customers to keep them updated with status of their requests
- Proactively escalate any issues that cannot be resolved within the established timeframes

Skills

- SQL Server 2005, 2008,
- Database Security
- RDBMS
- Technical documentation
- Good interpersonal, written, and oral communication skills

Competencies

- Self-motivated and directed, with keen attention to detail
- Service oriented mentality
- Sense of ownership
- Team-oriented
- Collaborative

Ability To:

- Present ideas in user-friendly language
- Prioritize and execute tasks in a high-pressure environment
- Detect and troubleshoot SQL Server related CPU, memory, I/O, disk space and other resource contention.
- Write and troubleshoot SQL Code and design (stored procs, functions, tables, views, triggers, indexes, constraints)

Knowledge Of:

- Backups, restores, recovery models, database shrink operations, DBCC commands, Clustering, Database mirroring, Replication
- Indexes, index management, integrity checks, configuration, patching
- Statistics
- Windows server, security delegation, SPNs, storage components
- 3rd party DBA tools and applications (e.g redgate, idera, SCOM, Erwin)
- A scripting language like Powershell, VBScript, WSH
- SQL Server tools (Profiler, DTA, SSMS, SAC, SSCM, PerfMon, DMVs, system sprocs)
- Reporting and query tools and practices
- Logical and physical database design and metadata

Education and Experience

- BE or BS Degree in one of the following subject areas: Computer Science, Business Administration, Information Technology or related field preferred
- 2 -3 years IT operation with strong understanding of database structures, theories, principles, and practices
- 3-5 years Microsoft SQL Server experience