



City of Philadelphia

Office of Innovation & Technology

Job Title:	Senior SQL Database Administrator (for Public Safety)
Reports To:	Deputy CIO
Unit:	Public Safety & Unified Communications
Salary Range:	\$65,000 - \$73,000
Position Type:	Exempt
Deadline to Apply:	August 9, 2013

Summary

The Office of Innovation and Technology (OIT) is the central IT agency for the City of Philadelphia headed by the Chief Innovation Officer (CIO). The SQL Database Administrator position is a full performance level Database Administration position managing several databases within the City of Philadelphia Police Department's specific operating systems environment. This position will serve as Database Administrator for the development and production of SQL Databases and be responsible for new software installs, organization, installation and support of enterprise relational database management systems, multiple applications, and multiple environments including hardware, network and interface implications. Duties include database creation, maintenance, advanced backup, and recovery.

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

- Designs logical and physical databases or reviews description of changes to database to understand how changes to be made affect physical database
- Communicates with managerial, administrative and technical staff to determine information needs, data flows and systems definitions
- Manages the distribution and retention of data on various storage devices
- Provides day to day advice to users on data structures and terminology
- Develops policies and procedures related to the support and maintenance of database applications
- Modifies database programs to increase processing performance, database tuning
- Provides input for strategic planning
- Performs database administration duties, including installation, patching, backup and recovery management, space management, schema management, startup and shutdown.
- Other duties as assigned.

Ability To:

- Familiarity with navigating through online documentation
- Knowledge of SQL recovery tools and utilities and SQL enterprise management tools and utilities
- Proficiency in PL/SQL
- Knowledge of JAVA, J2EE, XML, MVS is a plus
- Experience with SQL reporting tools and utilities is a plus
- Providing consulting services to various internal customers
- Providing supervision and instruction to entry level and intermediate level Database Administrators.
- Put together and execute backup and recovery plans.
- Work with existing staff, consultants, vendors and clients in an effective manner
- Create clone databases as needed.



City of Philadelphia Office of Innovation & Technology

- Perform operating system administration including OS installation patching, updates, tuning, performs backups, manages backup media, monitoring, security, user management, and file system management.
- Evaluate new hardware and software

Knowledge Of:

- Considerable working knowledge of SQL server database environment
- Considerable working knowledge of operating system environments including:
 - WINDOWS 2003/2008
 - Sun Solaris OS
 - Linux OS
 - Executing basic OS commands
 - Navigating through directory structures
 - File management using copy, move and delete
 - Shell scripting
- Installing and maintaining the DBMS and related software
- Working knowledge or ability to learn the Oracle database environment
- Working knowledge of ability to learn the SQL Server database environment
- Working knowledge of Windows 2003 Server operating environment
- Maintenance of Database integrity and various interfaces
- Enforcement of Quality Control and Database standards in the deployment and development of applications
- Enforcement of the SDLC (Software Development Life Cycle) process
- Enforcement of information security policies
- Management of the various SLAs (Service Level Agreements)

Education and Experience

- Completion of a Bachelors degree program at an accredited college or university, which has included major course work in Computer Science, information science, systems analysis, software engineering, or a closely related field.
- A postgraduate degree is a plus.
- A minimum of 5 years in database administration.
- 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.

How to Apply:

Send resume and cover letter to dotjobs@phila.gov. In the body of the email please indicate you found the job posting on the City of Philadelphia's HR website.