

Job Description

Systems Analyst Database Administrator

Salary Range \$57,317-79,013

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

General Purpose

Work with automated data processing functions, hardware and software systems operation, computer programming languages and techniques, and software applications to produce and/or maintain the City's technical or management information products both custom and third party based. Monitor database and application server performance, alarms, capacity levels, traffic, and other operations attributes by reviewing logs, reports, and records which provide information on system status to ensure effective operation. The system administrator will develop, maintain, customize, format and utilize databases, spreadsheets, and miscellaneous document-producing software applications at the client and server level. This position will also perform searches, queries, compile data, and create custom reports, input tools, application solutions, or other documents to meet user needs as necessary.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Support for City, Fire, and Police RMS, ERP and database applications.
- Manage server back-ups.
- Configure and maintain user security tables, modules, and workflows for application accessibility.
- Create, configure, and/or integrate custom reports.

- Identify and respond to faults, errors, and performance degradations on application servers and monitor for security breaches.
- Maintain appropriate mandates and compliance for public safety systems and quality control.
- Prepare software change requests and manage internal support via trouble ticket system.
- Prepare documentation for knowledge sharing, training, logging changes, and presentations.
- Create database instances and administration schemes where applicable.
- Assist in supporting client hardware and software as it relates to maintaining user network access
- May provide supervision to other IT staff
- Provide technical documentation, training, and support to users.
- Advise on opportunities for scalability, efficiency, innovation, and improvement.
- Work closely with IT staff to provide solutions collaboratively and effectively.
- Assist in supporting client hardware and software as it relates to application access and division coverage.
- Work courteously with customers in situations that require tact and diplomacy in order to identify and resolve technical issues.
- Meet scheduling, performance, and attendance requirements.
- Other duties as assigned.

Minimum Qualifications

- Three to five years experience with Database, Application, and Networking architectures, system security, backup technologies, and Microsoft server products, OR two years experience plus a Bachelor's Degree in Computer Science, Quantitative Systems, or a related field from an accredited college or university. experience with LAN/WAN systems (Cisco or HP firewall, router, and switch technologies), network security, and Microsoft server products.

Preferred qualifications

- MCSD, MCSE, MCDBA, or MCAD certificates highly desirable
- Knowledge of Crystal Reports
- Spillman RMS, Munis ERP, and/or Sharepoint experience
- Web server/applications experience
- Supervisory experience.
- Experience interacting with AZ DPS data systems
- Experience with LAN/WAN systems (Cisco or HP firewall, router, and switch technologies), network security, and Microsoft server products
- Public safety network experience

Special Requirements

- Valid Arizona driver's license required
- On call duties required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- LAN/WAN systems, databases, report creation, records management systems and data repositories
- Microsoft Active Directory, IIS , SQL Server, and Windows Server 2003-2008
- Windows XP and Windows 7 operating systems, Office 2003-2010
- Data backup and recovery systems, network printing concepts, application server deployment and maintenance
- Ethernet, frame relay, TCP/IP, DHCP, DNS, SNMP protocols
- Current industry trends, principles, and best practices in application development, system maintenance, and database systems
- Experience and/or familiarity with Spillman, Munis, and/or Microsoft Sharepoint systems (A Plus)
- Design, install, maintain, and support web applications, including ad-hoc customization (A Plus)

Skills:

- Troubleshooting and problem solving methodologies to solve complex technical problems
- Customer service, quality, and teamwork concepts
- Project management practices
- Expressing technical information to non-technical personnel
- Personal computer software applications

Abilities:

- Work effectively with IT staff, consultants and users to achieve stated objectives
- Rapidly transition work activities from major projects to immediate fixes as needed
- Organize, plan, prioritize, and follow through on multiple projects
- Communicate effectively both verbally and in writing
- Continually learn and demonstrate new skills
- Organize workload

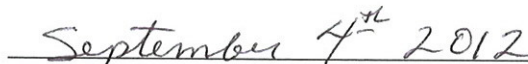
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

SIGNATURE:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.



Supervisor Approval



Date

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