



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Certified IT Administrator (Database), Level 3

Title Code: 13644

Business Title: MS SQL Database Administrator

Salary: \$100,743-\$142,460 (Annual)

Division: Information Technology

Unit: Data Management

Job Description:

The New York City Employees' Retirement System (NYCERS) is seeking an experienced Certified IT Administrator (Database) to join our IT Database unit in the Information Technology division.

This position encompasses highly technical and supervisory responsibilities in SQL Server database administration, including monitoring, maintaining, enhancing, conducting security management, data modeling, auditing, and supporting complex database systems and related functions. The successful candidate will not only possess strong technical skills in the areas of SQL Server database management but will also be exceptionally "hands on" and able to effectively perform work independently as well as part of a team, that may often require collaboration with members of other IT units and business users.

In this capacity, the successful candidate will:

- Ensure system availability, recovery
- Execute performance tuning, backup, and restoration of databases
- Provide daily management of Microsoft SQL Server, infrastructure and service availability
- Maintain over 60 database servers across multiple environments (Development, Integration, QA, UAT and Production)
- Work with developers, and infrastructure teams to provide world class services to the business community and NYCERS clients
- Develop and maintain procedures, best practices and standards documentation
- Enforce policies and procedures to ensure regulatory compliance
- Keep SQL servers up to date with necessary patches
- Promote application database changes to higher environments
- Perform server migration/upgrade activities
- Manage database storage based on design and determine operating system requirements. Estimate file sizes and growth
- Research, evaluate, and provide feedback on problematic trends and patterns.
- Diagnose and resolve problems in response to reported incidents.
- Assist in the preparation and support of data conversion, migration and Extract, Transform, Load (ETL) tools.
- Lead by example and provide technical guidance to other IT DATABASE team members when its required
- Perform other duties as assigned

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is not required.

NYCERS is an Equal Opportunity Employer

Applicants Must Be Permanent in the Certified IT Administrator (Database) title to apply

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER
009-24-0097 AND A COPY OF A CURRENT RESUME TO:**

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID# 634878

ALL OTHER APPLICANTS: www.nyc.gov/careers/search Search for Job ID# 634878

**Preferred Skills and Experience**

- 7+ years' experience in database administration of SQL Server database environments.
- Working knowledge of Microsoft SQL Server 2014/2016/2019+
- Thorough understanding of Relational Databases, T-SQL Scripting, Database Normalization best practices, database technologies, and concepts
- Proficient in Database Design with ability to perform logical to physical database transformation
- Proficient with SQL Development – ability to write and troubleshoot SQL Code as well as design and code stored procedures, functions, tables, views, triggers, indexes, constraints
- Experience troubleshooting and resolving database integrity and performance issues
- Proficient with Performance Tuning and Query Optimization
- Experience working with database automation tools to support CI/CD database activities
- Experience working on small, medium and largescale projects
- Experience with SSIS, SSRS and SSAS
- Experience in support of ETL applications
- Experience in data modeling principles/methods including conceptual, logical & physical data models.
- Experience with Microsoft Azure SQL Database
- Demonstrated ability to work collaboratively and effectively in a team environment as well as independently
- Ability to work with minimum supervision where required as well as ability to effectively perform work under specific direction
- Prior experience leading small teams
- Excellent written and verbal communication skills

Minimum Qualification Requirements:

Professional/Vendor Certification(s) in database administration that is required for the position to be filled. In addition, you must have one of the following:

1. A baccalaureate degree from an accredited college or university, and two years of satisfactory fulltime (not classroom based) experience in database administration. Experience must include database design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management;
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience (IT) of which at least two years must have been database administration experience as described in "1" above; OR
3. A satisfactory equivalent of education and/or experience equivalent to "1" or "2" above. Undergraduate education may be substituted for experience on the basis that 30 undergraduate semester credits from an accredited college or university is equivalent to 6 months of information technology experience, but may not be substituted for the required database administration experience. A masters degree in computer science or a related field from an accredited college or university may substitute for one year of database administration experience. However, all candidates must have at least one year of satisfactory full-time (not classroom based) database administration experience as described in "1" above.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.