

# DATABASE ASSOCIATE

Recruitment #1610-4897-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DOA - INFO & TECH MGT DIV
<b>Open Date</b>	11/30/2016
<b>Filing Deadline</b>	12/21/2016 11:59:00 PM
<b>HR Analyst</b>	Lindsey O'Connor

## **Introduction**

### **What Milwaukee can offer YOU**

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## **Purpose**

Under the direction of the Database Administrator (DBA), the Database Associate provides support for the Information and Technology Management Division (ITMD) Oracle database servers, storage, client software, and configuration to support and improve ITMD's citywide database system.

The Database Associate maintains various mission-critical production databases and provides system support for e-government development and applications; time entry; parking; project management; process automation; service requests; community groups; geographic information systems (GIS); health, financial, legal, and protective service applications; and Milwaukee County.

Working in a team environment, the Database Associate continually employs strategies for improving the City's database operating efficiency.

## **Essential Functions**

- Monitors and maintains database server hardware, virtualized servers, operating systems, and database software. Provides functional support in areas such as user accounts, Structured Query Language (SQL) queries, batch data loads, table and view definitions, and end-user support.
- Performs backup procedures for operating systems and databases to ensure recoverability.
- Provides general assistance, maintenance, backups, and database administration to City Departments.

## **Database Associate (DOA-ITMD)**

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- Ensures the integrity of databases, including monitoring databases daily to ensure high availability of production and performing performance tuning and troubleshooting. Notifies the DBA of issues and potential problems promptly. Recovers and restores production, development, and test databases.
- Performs relational database management system (RDBMS) tasks related to MS SQL Server and Oracle.
- Creates and maintains accurate documentation.
- Writes, edits, and tests SQL batch files, uses Procedural Language/Structured Query Language (PL/SQL), provides PeopleSoft application support, and schedules and automates database processing and tasks.
- Stays abreast of changing technology, researches and tests application and support software, and recommends infrastructure changes to improve the operating efficiency of the City's databases.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### **Conditions of Employment**

The Database Associate must be willing and able to be on call 24/7. The person in this position must be able to work adjusted or extended work hours during system emergency situations.

### **Minimum Requirements**

- Bachelor's Degree in computer science, management information systems (MIS), mathematics, business administration, or a related field from an accredited college or university.

***IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.***

***Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.***

- Two years of experience administering, supporting, maintaining, and restoring Oracle database applications, performing duties related to this position.

*Equivalent combinations of education and experience may also be considered.*

*Candidates with a Master's Degree must have at least one year of professional experience as listed above.*

- Valid driver's license at time of appointment and throughout employment.

### **Desirable Qualifications**

- Experience administering MS SQL Server database(s) and/or being an MS SQL Server DBA.
- Experience with Oracle Real Application Clusters (RAC), Data Guard, and Recovery Manager (RMAN).
- Experience using MS Windows Server and Linux.
- Experience managing servers in a storage area network (SAN) and virtual environment.
- Related certifications, such as Database 11g Administrator-Oracle Certified Associate and Microsoft SQL Server.

### **Knowledges, Skills, Abilities & Other Characteristics**

- Knowledge of computers, servers, operating systems, and standard software applications.
- Knowledge of database design, structure, and security, particularly Oracle.
- Knowledge of application programming concepts and languages.
- Knowledge of mathematics.
- Skill in analyzing and troubleshooting complex application and database problems.
- Skill in recognizing and mitigating performance inefficiencies.
- Decision-making skills and sound judgment.
- Oral communication skills.
- Technical writing skills, including the ability to produce clear system documentation.
- Interpersonal and customer service skills.
- Ability to work well independently and as team member.
- Ability to effectively manage multiple projects, meet deadlines, and stay organized.
- Ability to remain calm during system emergencies.
- Ability to maintain confidentiality.
- Ability to research emerging technologies and master new software quickly.

### **Current Salary**

**SALARY (2GX)** The starting salary for City of Milwaukee residents is \$51,469 and for non-residents is \$50,206. Appointment at up to \$63,825 for residents or \$62,259 for non-residents is possible based on qualifications and experience.

### **Selection Process**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **December 21, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However,

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recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.