

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Computer Systems Manager	Level: M1
Title Code No: 10050	Salary: \$51,757.00/\$55,815.00 -\$142,430.00 Frequency: ANNUAL
Office Title: Database Administrator Developer	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Administration/Office of Information Technology	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00AM to 5:00PM	Agency Tracking #: 2855 POSITION#: 1091

Job Description

The NYC Department of Homeless Services seeks a Computer Systems Manager M1 to serve as a Database Administrator Developer. At DHS, the Office of Information Technology (OIT,) is firmly committed to combating homelessness and hopelessness in New York City through IT transformation; as NYC DHS evolves its' operational strategy to best serve today's homelessness prevention and assistance needs and challenges. The agency seeks an experienced SQL Database Administrator to support critical DHS OIT Infrastructure, stabilize existing legacy databases maintained agency wide, and transform legacy applications in alignment with DHS OIT and IT policies/standards – citywide. As a member of DHS OIT, the SQL DBA will support the development, deployment and ongoing management of monitoring and evaluation databases across programs housed at and/or primarily supported by DHS. S/he will maintain databases and support end users. The selected candidate will perform the following duties under the direction of the CIO.

The qualified candidate will serve as the agency's lead SQL DBA, with responsibilities that include, but aren't limited to:

- Develop, design, configure and document database architecture, including software, hardware and physical layout (processor configurations, SAN luns, data file layouts)
- Lead/manage/collaborate with software developers (in-house/intra-City/business partners,) collaborate with administrators in a 24x7 multiple-cluster production environment
- Standardize and perform best practice database troubleshooting
- Implement risk management practices to mitigate data corruption
- Perform backup and disaster recovery
- Monitor, tune, and develop per SQL DB perform daily DBA tasks during SDLC, including reviewing logs, establishing and responding to automated monitoring, and performance tuning
- Administer, configure and maintain various types of data replication
- Manage distributed databases, SSIS packages and SSRS
- Participate in functional, performance and security testing
- Assist developers and end users with implementation best practices
- Coordinate by/between intra-city stakeholders on special technology projects (cross-functional)
- Maintain/administer/tune program databases (built in Microsoft Access and SQL)
- Develop and conduct staff trainings on program databases and tracking tools
- Provide ongoing database technical support to DHS and OIT staff as needed
- Maintain quality control and data cross checks of databases
- Manage updates/enhancements to database as needed
- Test logical input, processing and output scenarios in the database design
- Add in sample data, test user functionality, build in reports and modify controls as required and/or necessary
- Design, create and update database user manuals for all program databases
- Consult as needed across all DHS on database development and management
- Analyze data using available statistical software to support, guide and evaluate DHS strategic planning and community-based efforts
- Prepare summary tables, figures, maps and draft reports to present findings for publication and presentation to the public and other public health professional
- Present and report public health data and research findings to community leaders, key stakeholders and residents
- Perform other tasks based on DHS needs, including literature reviews and policy scans

Qualification Requirements

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-

time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, database administration, or planning of data processing or in the supervision of staff performing these duties; or

2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or

3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or

4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

Preferred Skills

- Experience building and working with data management systems - Microsoft Excel and Microsoft Access
- Experience using SAS and/or SPSS programming for data analysis
- Experience conducting trainings and presenting training materials using Microsoft PowerPoint
- Keen ability to prioritize and handle multiple assignments
- Ability to work closely with all levels of staff inside and outside the Agency
- Ability to work independently and exercise a high degree of initiative to accomplish tasks and solve problems
- Excellent oral and written communication skills.
- Excellent project management skills.
- Demonstrated success in managing and coordinating with staff across multiple projects, and successful leadership of cross-functional teams.
- Thorough knowledge of office management, systems development and database management, and will have design, problem solving, analytic and team building skills.
- Familiarity with New York City business processes and experience working with NYC agencies.

Residency Requirement

New York City Residency is not required for this position.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 8/24/2015

Post Until: 9/8/2015

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