

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Computer Systems Manager (M-I)</u>	Salary:	<u>\$54,643 - \$150,371*</u> <u>\$58,926 - \$150,371**</u>
Title Code:	<u>10050</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Computer Systems Manager (M-I)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Planning &amp; Technology/Information Technology</u>		

**Job Description:**

The New York City Department for the Aging (DFTA) is seeking a Professional database administrator for its Microsoft SQL databases and to keep the databases up and running and provide a seamless flow of information throughout the agency considering both back-end data structure and front-end accessibility for end users. The successful candidate should have extensive knowledge in database design and use of SQL transactional coding to develop store procedures, triggers and views as well as create indexes. The successful candidate will be part of the project team to define database structures and data requirements and work with a .Net development team.

Below are typical tasks the candidate will perform:

- Build database systems of high availability and quality depending on the need of the application and business requirements.
- Design and implement databases in accordance with end users' information needs and views, create data models, primary and secondary keys, indexes and views.
- Write, code and optimize store procedures and code in-application SQL statements and SQL procedures to extract data for processing.
- Prepare documentations and specifications such as data dictionaries, ERD diagrams, and database schema.
- Define users and enable data distribution to the right user, in appropriate format and in a timely manner.
- Conduct weekly database maintenance and optimize for high availability.
- Use high-speed transaction recovery techniques and handle common database procedures such as upgrades, backups, recoveries, migrations, etc.
- Minimize database downtime and perform query optimization to provide fast query responses.
- Provide proactive and reactive data management support and training to users.
- Determine, enforce and document database policies, procedures and standards.
- Perform tests and evaluations regularly to ensure data security, privacy and integrity.
- Monitor database performance, implement changes, and apply new patches and versions when required.
- Keep abreast of the latest database technology and continue to participate in annual training courses.

**\*Non-City rate.**

**\*\*City incumbent rate.**

**Minimum Qualifications:**

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, data base 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.

**NOTE:** The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

**Preferred Skills:**

- At least 7+ years' experience with SQL Database Administration.
- 4 years of SQL development.
- .Net experience much preferred.
- Strong proficiency with SQL and its variations among popular databases.
- Skilled at optimizing large complicated SQL statements.
- Knowledge of best practices when dealing with relational databases.
- Capable of configuring popular database engines and orchestrating clusters as necessary.
- Familiar with tools that can aid with profiling server resource usage and optimizing it.

Please note: past help desk experience will not satisfy the above preferred skills

**TO APPLY**

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #337589

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#337589

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **June 5, 2018**

Post Until: **Filled**

Posting No. **125-18-22 CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**