Notice of Job Opportunity/Job Posting #SHC 20-004

Job Title	SQL DBA Administrator
Job Code	1108
Minimum Qualifications	See Attached
Application Deadline	Wednesday, April 29, 2020
Starting Salary	$113,344
Location of Position	Cook County
Internal Candidate Preference	____ Yes __X__ No ____ Not Applicable
Duties	See Attached
Application Period	04/15/2020 thru 04/29/2020

All applications must be submitted online no later than close of business on the last day of the application period, April 29, 2020.

TO PROPERLY APPLY FOR THIS POSITION THE APPLICANT MUST ATTACH A RESUME TO THE TALEO SUBMISSION. THE APPLICANT MUST IDENTIFY IN THE TEXT OF THE APPLICATION AND ON THE ATTACHED RESUME THAT THEY MEET ALL OF THE MINIMUM QUALIFICATIONS FOR THIS POSITION AS THEY ARE IDENTIFIED IN THE JOB DESCRIPTION. APPLICANTS MUST ALSO IDENTIFY IN THE TEXT OF THE APPLICATION AND ATTACHED RESUME ANY AND ALL PREFERRED QUALIFICATIONS THEY POSSESS FOR THIS POSITION.

Any applicant who fails to comply with any of the requirements of the Notice of Job Opportunity will not be considered eligible for the Position. Any applicant who fails to submit a complete application will not be considered eligible for the Position.

Any finalist for the position will be required to present proof of all applicable educational credentials, certifications, or licenses required for this position at the time of a scheduled interview.

The Office of the Clerk of the Circuit Court of Cook County does not hire, accept recommendations, or base employment decisions on political reasons or factors for Non-Exempt positions. A political reason or factor is: any reasons or factors relating to political matters in connection with any employment action, including, but not limited to: (1) any recommendations for or against the hiring, promotion, transfer, discipline, or any other Employment Action with respect to any person from any politically-related person or organization that is not based on personal knowledge of the person's work skills, work experience, or other job-related qualifications; (2) the fact that the person works or worked for a politically-related person or organization or works or worked on a political campaign or belongs to a political organization or party, or the fact that the person chose not to work in a political campaign or to belong to a political party, unless related to a recommendation based on personal knowledge of the person's skills, work experience, or other job-related characteristics; (3) the fact that the person is or was, or is not or was not, a member of any political party or politically-related organization; (4) the fact that the person contributed money, raised money, or provided something else of value to a politically-related person or organization, or refrained from doing so; (5) the

fact that the person is a Democrat or Republican or a member of any other political party or group, or the fact that the person is not a member; or (6) the fact that the person expressed views, opinions, or beliefs on a political matter."

POSITION DESCRIPTION – SQL DBA ADMINISTRATOR

Department:	Cook County	Job Code:	1108
Grade:	22	Shakman Status:	Non-Exempt

Job Summary

Reporting directly to the Deputy CIO of Infrastructure Services, the SQL Database Administrator (SQL DBA) is a full-time, Shakman Non-Exempt position and the conditions of employment will not be subject to Political Reasons or Factors. The SQL DBA is responsible for keeping the Clerk of the Circuit Court of Cook County's (Clerk's Office) databases up and running 24/7. The SQL DBA is responsible for all functions involved in database development, storage, security and retrieval. The SQL DBA provides a seamless flow of information throughout the county courts, considering both backend data structure and frontend accessibility for end-users.

Essential Job Duties

Key responsibilities and duties include, but are not limited to:

- Builds database systems of high availability and quality depending on each end user's specialized role.
- Designs and implements database in accordance to end users information needs and views.
- Defines users and enables data distribution to the right user, in an appropriate format and in a timely manner.
- Uses high-speed transaction recovery techniques and backup data.
- Minimizes database downtime and manages parameters to provide fast query responses.
- Provides proactive and reactive data management support and training to users.
- Determines, enforces and documents database policies, procedures and standards.
- Performs tests and evaluations regularly to ensure data security, privacy and integrity.
- Monitors database performance, implements changes, and applies new patches and versions when required.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree in Computer Technology, Computer Science, Computer Engineering, Information Technology, Information Systems, Software Engineering, Software Development, Software Application or related field.
- Five (5) years of full-time paid work experience as a Database administrator.
- Five (5) years of full-time paid experience with database standards.

Preferred Qualifications

- Eight (8) years of full-time paid work experience as a Database administrator.
- Five (5) years of full-time paid experience in Microsoft SQL database management or data maintenance.
- Five (5) years of full-time paid experience in supporting operating systems.
- Three (3) years of full-time paid experience in managing information security policies.

Knowledge, Skills and Abilities

- Ability to monitor performance and analyze, design, develop, test and implement databases that meet the business needs of the Clerk's Office.
- Responsible for the development of the database life cycles, including analysis, design, functionality and testing of the data.
- Ability to produce project artifacts, such as design documents, test plans, and results, according to the department's Project Management Office's methodology.
- Ability to create databases that will be used to create web applications that take into consideration all aspects of database development architecture design including-performance, scalability, coding, caching, security, encryption, session state management, and error logging and testing.
- Ability to work with database management systems software and determine ways to organize and store data.
- Ability to create and build user information solutions to support the exchange of data.
- Must be able to work with multiple projects and varying timeframes.
- Ability to build and maintain databases to meet distinct and changing operational requirements.
- Excellent customer service, organizational, and time-management skills.
- Ability to exercise discretion in handling highly confidential matters.
- Ability to manage and complete complex projects/tasks in a timely manner.

Physical Requirements

- Sit, stand, and walk for extended periods of time and throughout assigned areas.
- Visual acuity to review and edit written communications for long periods of time.
- Operate standard office equipment, including a telephone, computer, copier and printer.
- Exert up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects, including servers, switches and peripherals.