



JUNIOR DATABASE ADMINISTRATOR

The National Association of Counties (NACo) is seeking a highly organized individual with great attention to detail for the position of Database Administrator (DBA). The DBA ensures data quality for the entire organization.

This position is responsible for maintaining database applications, ensuring information is accurate and entered in a timely manner to support NACo departments and program requirements. The position is also responsible for data entry, data structure, report customization, and analysis and data quality control.

The database administrator (DBA) is responsible for the performance, integrity and security of NACo's database. The DBA will be involved in the planning and development of the database, as well as in troubleshooting any issues on behalf of the users. The DBA will ensure data remains consistent across the database, data is clearly defined, users access data concurrently and in a form that suits their needs, and ensure all data is retrievable in an emergency.

RESPONSIBILITIES:

- Establish the needs of users and monitor user access and security
- Monitor performance and manage parameters in order to provide fast responses to front-end users
- Map out the conceptual design for a planned database
- Ensure all data is retrievable in an emergency
- Consider both back-end organization of data and front-end accessibility for end-users
- Refine the logical design so that it can be translated into a specific data model
- Install and test new versions of the database management system (DBMS) – Netforum
- Maintain data standards, including adherence to the Data Protection Act
- Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
- Control access permissions and privileges
- Develop, manage and test back-up and recovery plans
- Ensure that storage and archiving procedures are functioning correctly
- Carry out capacity planning
- Communicate regularly with technical and operational staff to ensure database integrity and security
- Install new applications and customize existing applications in order to make them fit for purpose
- Manage the security and disaster recovery aspects of database
- Other duties as assigned

QUALIFICATIONS:

- Degree in Information Systems, related field or equivalent working experience preferred
- 3 – 5 years' experience with database administration
- Proficiency with database languages such as SQL
- Analytical mindset
- Attention to detail
- Outstanding organizational skills
- Excellent written and verbal communication

APPLICATION PROCESS:

Interested individuals should submit a resume and cover letter to resumes@naco.org.

Employees of NACo enjoy a fun, collaborative, respectful and challenging work environment with a wide range of competitive benefits. Benefits include:

- comprehensive medical, vision and dental insurance coverage
- paid holidays and leave
- tuition reimbursement
- group life insurance, 401(k) match and pension plans,
- credit union membership, and
- short-term/long-term disability coverage.

NACo and its subsidiaries are equal opportunity employers. Our jobs are open to all applications regardless of race, color, sex, gender, sexual orientation, age, religion, national origin, marital status, pregnancy, disability, military status, or any other basis prohibited by federal, state, or local law.