

JOB POSTING

MADISON COUNTY FINANCE DEPARTMENT

Jackson, Tennessee

OPEN POSITION: DATABASE ADMINISTRATOR

The Madison County Finance Department is seeking a full-time Database Administrator. The Administrator will maintain ERP system by identifying and solving database requirements; implementing and maintaining applications; document system components and user instructions. Other tasks include troubleshooting, training, and automation of functions. Applicant will support users and serve as technical advisor to Finance staff, while also working closely with the internal IT Department. This position will report to the Finance Director.

Must have advanced computer skills (installing patches/upgrades, running reports, writing scripts, maintaining roles and permissions of users). Must have advanced experience and knowledge in Excel and SQL. Preferred experience in Tyler Technologies Munis software. Person must be able to communicate effectively and have excellent time management skills, with the ability to work independently.

TRAINING/EXPERIENCE: Bachelor's degree in information systems with some background and knowledge of basic Accounting/Finance and two years' experience in area of responsibility or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

TYPICAL DUTIES:

1. Identifies database requirements by working with end users; analyzing department applications, programming, and operations; evaluating existing systems and designing imports.
2. Maintains ERP (Enterprise Resource Planning) database performance by installing application patches and upgrades on a regular basis and upgrading administrative tools and utilities. Configure and add new services as necessary.
3. Develop and implement reports using SQL Server Reporting Services, SQL Server Analysis Services Excel Cubs, Power Query for Excel, and/or other Microsoft Office Products. Proficient in writing SQL queries.
4. Recommends solutions and oversees database physical structure and functional capabilities, database security, data back-up, and recovery of data.
5. Performs periodic performance reporting to support capacity planning.
6. Supports database functions by designing and coding as needed. Develop individual end user reports as needed.
7. Maintains quality service by establishing and enforcing organization standards. Establish process for creating, changing, and removing users. Set up user roles and workflows. Maintain roles/permissions, assigns roles/permissions and performs password resets.
8. Communicates effectively with other departments. Maintains close working relationship with Information Technology Department.

SALARY RANGE: \$51,279 - \$69,000