



SENIOR DATABASE/BUSINESS SYSTEMS ADMINISTRATOR

Duties:

Performs primary administration and support of the organization's SQL server systems and emerging MS Office SharePoint infrastructure. Serves as a Business Analyst acting as a liaison between IT and cross-functional teams, including management and subject matter experts, to articulate and define business systems requirements, functions, and business intelligence/reporting needs. Performs secondary administration and support of network server systems, Wide Area Network infrastructure, and associated technologies at an enterprise level in order to ensure high availability and secure operations. General supervision is provided by the Information Technology Manager. May supervise and/or provide direction to other IT Network/Systems Administrator(s) or Help Desk support staff.

Administers, maintains, and/or develops procedures for ensuring the security and integrity of the company databases to prevent unauthorized or unintentional damage. Resolves database performance issues, database capacity issues, replication, and other distributed data issues in order to sustain high availability, optimum response times, and reliable operations. Work closely with users to identify and determine data analysis requirements to create complex queries and reports that provide accurate and integral data results. Oversee the SharePoint Server infrastructure, user access and application deployment, and support the installation, configuration, security, operation, and maintenance of all web portal servers, equipment, and related software. Maintain and administer MS SharePoint Portal Server, including daily monitoring, troubleshooting and performance analysis and provide technical guidance regarding technologies related to the development and support of an Enterprise SharePoint environment. Analyzes, defines, and documents system requirements for data, workflow, logical processes, hardware and operating system environment, interfaces with other systems, internal and external checks and controls, and outputs. Confers with user departments to formulate logical statements of business problems and devise procedures for solutions to these problems through the use of data processing systems. Performs backup administration of network domain controllers, email, web, file and print, and other network server systems and supporting software for multiple sites and remote locations. Works with IT management to develop, implement, and support organizational computer and network security policies. Supports and participates in Disaster Recovery and Business Continuity Plan development, testing, and execution as needed. Evaluates and installs new software releases, system upgrades, patches, and resolves software related problems. Works under limited supervision exercising discretion and independent judgment regarding IT operations and support activities and functions.



Performs work and provides support as assigned by TCHD's service requisition program or Help Desk program to ensure completion of requests in a timely and efficient manner. Supports end user requests to resolve network and/or desktop systems hardware and software problems and recommends or develops system solutions consistent with organizational objectives. Provides support and serves as technical backup for any IT related area or staff. As assigned, participates in various committees and boards related to program activities and responsibilities. May represent TCHD's IT Department and/or act as a liaison with various governmental agencies within the geographical area of TCHD. Performs special projects and other duties as assigned or required. Employee responds, as required, to support public health emergencies, incidents and events. Employee participates in all exercises and drills on emergency preparedness, as required. Completes trainings identified as appropriate for this level employee.

Education:

Requires a Bachelor's degree from an accredited college or university with major coursework in computer science or related field. Requires four to six years' experience as a SQL Server 2005/2008 & SharePoint 2007 administrator. Development experience with Microsoft Visual Studio.NET, Microsoft SQL Server, InfoPath, Workflow, and SharePoint Designer. MS SharePoint professional certifications such as MCTS: MOSS 2007 Configuration or Application Development and/or MCITP SharePoint Administrator 2010. MS SQL professional certifications such as MCTS: SQL Server 2005, MCTS: SQL Server BI Development and Maintenance, MCTS: SQL Server 2008, MCITP: Database Administrator (2005). Possession of a valid Colorado driver's license.

Knowledge, Skills, and Abilities:

Microsoft SQL 2005/2008 Standard and/or Enterprise editions in a multi site/user environment. MS Access 2003, 2007 single and multi-user forms and applications development. ODBC and OLAP data integration and Structured Query Language data analysis and reporting. Microsoft Office SharePoint Server (MOSS) 2007/2010 Standard and/or Enterprise editions. Crystal Reports v10, v11, or higher. Microsoft Windows 2003/2008 Server and Windows XP/7 in a client/server environment. Microsoft IIS 6, 7, 7.5 web server. Web page/site development applications and programming to include .NET, HTTP, PHP, and Flash. Scripting languages to include VB, Windows Power Shell, .ASP, Jscript, XML, etc. Windows Terminal Server or Citrix terminal servers. Setting and maintaining group policies and rights/security within a Windows Server 2003 Active Directory environment and in-depth understanding of network security and access controls. Perform basic administration and support of enterprise-class networking technologies including Layer 2 and 3 network switches and IP based services including DNS, DHCP, HTTP, SSL, FTP, SMTP, etc. Server virtualization infrastructure technologies (VMWare).



Establish and maintain effective working relationships with other Tri-County Health Department employees, representatives of other agencies and organizations, and members of the community. Interact with and instruct co-workers and users on proper IT software and computer equipment use in a professional, approachable, and positive manner. Effectively prioritize assignments and workloads, multitask, be independently motivated, and perform detail oriented, high-quality work. Maintain knowledge of current technologies, innovations, IT industry trends, and best practices by participating in professional groups, pursuing supplemental technical education and certifications. Demonstrate and possess in-depth knowledge of, and experience with, a variety of the field's concepts, practices, and procedures.

Salary: DOQ

Office Location: Belleview

Close Date: July 27, 2010