

DATE: March 11, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Alan Macaluso, Director of Information Services,
25 South Manor Avenue, Kingston, NY 12401

JOB VACANCY: Database Administrator / Contingent Permanent/Temporary / Full-Time / Benefit

LOCATION: So Manor Complex

SALARY: \$41.49 / hour (Grade 18)

FILL DATE: April 1, 2025



DISTINGUISHING FEATURES OF THE CLASS: This is a highly technical position that is responsible for installing, configuring, maintaining and securing all County database systems. The incumbent follows best practices to produce secure solutions and works on a wide variety of systems, including disaster recovery and backup. The incumbent also investigates new industry developments, such as system productivity tools, design and programming methodologies, documentation approaches, and makes recommendations for current and projected use. Additionally, this position will assist developers with proper database designs, configurations, and standards. It is the responsibility of this position to expand the use of existing database systems to improve security and automation. This position will educate and assist the members of the Ulster County Information Services Department Infrastructure team and use them as support for performing routine tasks. The work is performed under the general direction of a higher-level employee with wide leeway in conducting project assignments. Supervision is not a normal function of the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of various computer platforms, operating systems, networking, security and software products sufficient to develop, monitor and analyze database and infrastructure services; good knowledge of Structured Query Language (SQL); ability to effectively evaluate the latest developments in the field of database administration and application trends in relation to existing facilities and both current and future needs; ability to identify and resolve challenging technical issues and problems, and research possible solutions; ability to communicate effectively, both orally and in writing; ability to write complex technical reports; ability to review, evaluate and summarize data; ability to work with both technical and non-technical user agencies, along with various vendors; ability to solicit feedback and adjust client requests to fit business goals and maximize value added improvements; ability to generate consensus and collaborative relationships to bring about efficient and effective outcomes; ability to move equipment and work in narrow or restricted places while installing and working on equipment such as servers, storage systems, and network switches; skills in writing PowerShell and Shell scripts for build and deployment automation; skills in problem solving and data analytics; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree in Computer Science, Information Systems, Information Technology, or a closely related field **AND** two (2) years of full-time work experience which primarily involved server administration, database system administration, and database design; **OR:**
- B. Possession of an Associate's degree in Computer Science, Information Systems, Information Technology, or a closely related field **AND** four (4) years of full-time work experience which primarily involved server administration, database system administration, and database design; **OR:**
- C. Graduation from High School, or possession of a high school equivalency diplomas and six (6) years of full-time work experience which primarily involved server administration, database system administration, and database design; **OR**
- D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: Certification as a Microsoft Certified Solutions Associate (MCSA): SQL 2016 Database Administration, MCSA: SQL 2016 Database Development, or Microsoft Certified Solutions Expert (MCSE): Data Management and Analytics may be substituted for one (1) year of work experience as defined above. Equivalent certifications for any currently supported version of Microsoft SQL Server may be accepted in place of those listed.

NOTE: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.