



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# DATABASE ADMINISTRATOR INFORMATION TECHNOLOGY

*This Position is Full Time with Benefits*

**Vacancy Number**  
16-1039

**Hiring Range**  
\$48,089 – \$54,336

**Opening Date**  
March 4, 2016

**Closing Date**  
Open Until Filled

**Submit your completed**

**County of Moore  
Application To:**

Moore County  
Human Resources  
P.O. Box 905

Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

[www.moorecountync.gov](http://www.moorecountync.gov)

**Resumes are optional.  
Incomplete, unsigned, or  
any application other than  
a County of Moore  
application will not be  
forwarded to the hiring  
authority.**

**Applications received after  
the closeout date/time  
indicated will not be  
eligible for consideration.**

**Moore County Human  
Resources Office is not  
responsible for failure to  
receive faxed applications.**

**Please take a moment to  
ensure your transmission  
was received.**

### ESSENTIAL JOB DUTIES

This position will provide project coordination, functional expertise, and contributes to improvements and enhancements for mission-critical, enterprise-wide database application systems. These systems will include the county ERP system, document management systems, and any other county database applications. Serves as a liaison between functional and technical resources to manage the development of system functionality, upgrades, system modifications, and day-to-day problem analysis, issue tracking, and resolution. Provides training on system enhancements and modifications as needed and performs related duties as required or assigned. May perform special projects, including system integration, system implementation, software development, workflow configuration and application configuration. This position reports to the IT Applications Manager; Will perform other related duties as required.

### KNOWLEDGE AND SKILL REQUIREMENTS

- Ability to install, configure, monitor, and troubleshoot SQL databases;
- Must have working knowledge of ERP and document management functionality and integration with multiple applications;
- Must have working knowledge of Windows Server 2008r2 and later, including Windows performance monitoring;
- General understanding of computer networking technologies (protocols, physical connectivity, etc);
- Comprehensive understanding and skills for SQL server performance tuning, backup and recovery, index maintenance, and troubleshooting deadlock and/or blocking issues;
- Effective written and verbal communications skills;
- Understanding of CJIS, HIPAA, and PCI compliancy;
- Knowledge of Oracle databases is a plus but not necessary;
- Knowledge of accounting is a plus but not necessary;
- Ability to effectively prioritize and execute tasks in a high-pressure environment;
- Must possess proven analytical and problem solving abilities;
- Must have strong interpersonal skills;
- Ability to present ideas in user-friendly language;
- Ability to establish and maintain effective working relationships with customers, associates, vendors and the general public.

### EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from High School or GED and eight (8) years of progressive work-related experience;
- **OR**, Associate's degree and five (5) years of progressive work-related experience;
- **OR**, Bachelor's degree and three (3) years of progressive work-related experience;
- **OR**, Master's degree program and one (1) year of progressive work-related experience.

### LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Driver's License.

### PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

### BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and  
Equal Opportunity employer.*

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

*All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.*

**Moore County is an E-Verify Participant**