**Posted:** <u>May 6, 2021</u>
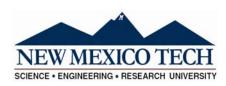


<span style="color:red">**REVISED 5/6/21**</span>
**POSITION ANNOUNCEMENT**

**TITLE:** <u>DATABASE ADMINISTRATOR</u>          **DEPT:** <u>BUREAU OF GEOLOGY</u>

**REG** ☑          **TEMP** ☐          **FULL TIME** ☑          **PART TIME** ☐

**STARTING RATE or SALARY RANGE** <u>$54,000-$63,000</u>
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.
<span style="color:red">**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**</span>

**INTERNAL POSTING THROUGH:** <u>Concurrent</u>* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

**JOB DUTIES:**

**Database Management:** Maintain and support databases in Microsoft SQL server, MySQL, and MS Access (with a focus on MS Access frontend databases with SQL/MySQL backends); update and maintain Access VBScript macros; ensure database monitoring, performance, integrity, and security; normalization and optimization, manage database backup/recovery procedures and replication to ensure high availability of critical data; and analysis of long-range hardware, software, and storage requirements for future database projects. Maintain a working knowledge of current best practices and emerging trends in database management.

**Database Development:** Assist in the technical design, development, migration, maintenance, documentation, and security of end user, enterprise RDBMS databases and related data for large and complex projects. Work closely with all stakeholders to determine requirements and manage the full project lifecycle using common industry methodologies/best practices. Web & Middleware Development: Depending on skill set and project needs, may assist web developers with designing complex queries, forms, and code to facilitate use of data by public and stakeholders outside the bureau through the bureau's website and web services. Experience with web application development and the creation of web infrastructure/middleware to serve geospatial databases online is desired.

**System Administration:** Cross-train and work closely with other IT staff to engineer, develop, maintain and support a robust IT infrastructure. This can include but not limited to virtualization, data storage, automation, monitoring, clustering/high availability, backup/recovery, hardware, authentication/directory, network and security services.

**REQUIRED QUALIFICATIONS:**

Associate's degree or completion of 60+ college credits. Area of study: Database technologies, IT, Computers Science or related field. May substitute degree with professional experience and/or industry certifications. Experience and proficiency with Microsoft Access required. Experience with database design and normalization techniques required. Knowledge of Enterprise RDBMS systems like, MySQL, MS-SQL, PostgreSQL, Oracle required. Knowledge of SQL or T-SQL required. Must be capable of close collaboration and have excellent interpersonal and organizational skills required. Ability to assimilate and apply new knowledge quickly in a fast paced changing environment required. Ability to handle multiple projects, tasks and schedule time required. Excellent customer service and communication skills required. Knowledge of one or more programming languages desired. Knowledge of web development/web application programming desired. Knowledge of general IT system administration desired. Knowledge of Active Directory desired. Knowledge of, or interest in the geological sciences desired.

Apply to: <u>nmtjobapps@npe.nmt.edu</u> OR NMT/ HR 801 Leroy Place Brown Hall Box 020, Socorro, NM 87801