DATABASE ADMINISTRATOR LEVEL I

Position ID: J0424-0030

Job Type: Full Time

Department: IT Data Services

Number Of Positions: 1

Closing Date: April 19, 2024

Min Salary: $85,598.00/Year

Max Salary: $106,997.00/Year

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Database Administrator Level I is responsible for assisting senior technical resources and business units with administering relational databases in the Citys' MS SQL environment. As the Database Administrator Level I, you will configure and maintain database servers and processes including monitoring the health of the system and overall performance. This position identifies inefficiencies and mitigates issues as needed to ensure system performance and security for all database systems. This position is accountable for excellent customer service while providing a reliable and stable database environment. The Database Administrator Level I receives escalated database service requests and works closely with business units and technical teams to deliver measurable outcomes.

Responsibilities include:
• Assist in all aspects of database administration including testing of all modifications, security administration, optimization, capacity planning and performance tuning
• Provide access to database resources through windows security permissions. Maintain appropriate database access control levels and security. Educate users on appropriate database use and security
• Configure and maintain database servers and processes, including monitoring of system health and performance
• Query and analyze data through complex T-SQL queries, responding to requests for the business. Identify data discrepancies and data quality issues and work to ensure data consistency and integrity
• Work closely with technical support staff and be available to troubleshoot routine problems that they may encounter. Escalate complex technical matters to the DBA Level II
• Configure, manage and maintain data backups and restore of the SQL, including applying critical security updates to the environment as needed
• Assist with developing and maintaining stored procedures, triggers, views and functions within the database environment
• Provide technical direction to analysts for any database related support
• Collaborate in a team environment with senior database resources to understand the entire database structure within the organization
• Support project initiatives to improve database functionality and design
• Assist with the documentation and development of policies and procedures including for disaster recovery

and data archiving to ensure effective availability, protection and integrity of data assets
• Record all database incidents, service requests, change requests and all related documentation including notes and resolutions within the City's ITSM and SharePoint online
• Implement all production systems changes in line with the IT change management process

You Bring:

• Completion of a post-secondary information technology degree or diploma, with a focus in database management
• Certificate in database analysis, management and/or design
• The following certifications would be an asset: ITIL Foundations v4, Power BI and data Analytics Certification, Microsoft Certifications in SQL or windows server
• Prior work experience in a database administrator role supporting on premise Microsoft SQL server enterprise environment
• Minimum 5 years of work experience supporting technology services
• Prior work experience troubleshooting and resolving database issues (performance, integrity, recovery, security, etc.)
• Strong working knowledge of relational database systems and all components
• Strong working knowledge of SQL components and query languages such as T-SQL, SSIS, DTS, SSRS, SQL Server Agent
• Knowledge of database configuration, support, development in Microsoft Azure
• Experience setting and establishing windows permissions to various file structures
• Experience participating in software upgrades, capacity management and patching
• Strong knowledge of windows servers running SQL Server version 2005+
• Experience with monitoring and diagnostic tools such as SQL Profiler and database tuning engine wizard
• Knowledge of database development and programming
• Knowledge of other database technologies such as MySQL, Postgres SQL, Oracle, Firebird would be an asset
• Working knowledge of spatial reference technologies such as ArcGIS would be an asset
• Strong initiative, critical thinking and problem solving skills
• Strong analytical and troubleshooting skills with a creative lens
• Ability to respond calmly, professionally and with a sense of urgency regarding escalated incidents
• Ability to establish effective, collaborative working relationships and the ability to build trust and interact with others in a positive manner
• Self-motivated with the ability to work independently and in a collaborative team environment
• Ability to adapt well in an ever-changing environment
• Ability to see the big picture and broader implications of issues/solutions
• Ability to perform under pressure, handling interruptions and changes and the ability to plan assignments and monitor performance according to priorities
• Ability to provide consistent follow-through with the team on issues/concerns to ensure appropriate visibility and escalation where needed

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:
• Excellent and comprehensive health, dental, paramedical and benefits plan
• First-in-class pension plan
• Career development and tuition reimbursement
• Employee discounts, annual adult fitness (Genesis Place, Airdrie) pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full time position (37.5 hours per week) includes a comprehensive benefits and pension package.

This position requires in office presence and may require after office hours to apply any changes to the database environment.

Please attach a cover letter along with your resume.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca.