

Worcester County Job Opportunities

DEPARTMENT: INFORMATION TECHNOLOGY
JOB TITLE: INFORMATION TECHNOLOGY DATA BASE ADMINISTRATOR/PROGRAMMING TRAINEE
COMPENSATION: GRADE 18/STEP 2 \$43,035 ANNUALLY \$20.69 HOURLY
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This individual will start in a trainee position and will eventually play a vital role in database maintenance of the county's databases and conversion of existing databases. This individual will also play a key role in developing new applications for county use. May assist with installation, trouble-shooting, and repairing computer hardware and software components within the county owned facilities. In addition, this individual will assist other Information Technology staff as assigned and report directly to the Information Technology Director. The trainee period will be in effect until the Department Director feels this person has mastered the role as a Data Base Administrator/Programmer.

GENERAL REQUIREMENTS:

- Pre-employment background check (including fingerprinting) & motor vehicle history
- Drug & Alcohol Testing

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Monitor and uphold County computer network equipment and network security.
- Maintain county specific applications and databases under direction from Network Engineer.
- Will assist IT technicians with upgrades and migrations when needed.
- Monitoring of IT Help Desk tickets and assign and or perform work as required.
- Work with county the IT Network Engineer to assure policy and procedure is followed.
- Assist with installation of computer hardware and software including system installations, configuration, and maintenance.
- Learning to Create and develop new applications that will interface with SQL.
- Report misuse of county owned equipment and personal computers
- Keep abreast of current technology through publications and training seminars within budget limitations
- Adhere to the Worcester County Government Personnel Rules & Regulations and IT County Policy
- Perform other related duties as required

QUALIFICATIONS AND SKILLS:

- Experience in the above areas to perform sufficiently in the duties described above with expertise
- Bachelor's Degree preferred or equivalent combination of education and experience.
- Exceptional computer literacy and knowledge of the following products:
 - Operating Systems: Microsoft Windows 7, and Windows 10 to current.
 - Servers: Microsoft Server 2012 to current
 - Network Equipment: CISCO certifications and experience with switches, firewalls, wireless access points, security, setup and installation, monitoring, upgrades and troubleshooting
 - Network Connections: Fiber Optic, T-1, cat 6 cabling, 10/100/1G to include configuration, routine maintenance, termination, and troubleshooting
 - VPN installation, troubleshooting and general maintenance.
 - Program Applications: MS SQL, MS Office, MS Visio, Drupal, Crystal Reporting, and VMWARE.
 - Coding Experience: Experience building applications with programs such as Visual Basic, PYTHON, PHP or ASP .NET
 - Migration Experience: Must have experience migrating databases primarily created in Access to SQL.
 - Database Administration: Must have experience in MS SQL.
- Ability to perform duties independently and willingness to work as part of a team
- Job may require after hours support, which may include weekend or holiday hours.
- Ability to perform manual physical labor including frequent walking, bending, stooping, lifting and carrying heavy objects up to 40 lbs.
- Requires valid Maryland driver's license and driving record of less than 4 points (MD) and operation of county vehicle to support remote County offices.

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 40 lbs. No known significant hazard risk.