



Office of the State's Attorney for Baltimore City

Database Administrator (DBA) – Grant Funded Position

The database administrator (DBA) will be responsible for the performance, integrity and security of a database. They will also be involved in the planning and development of the database as well as troubleshooting any issues on behalf of the users. The office runs two 24 hour locations so the DBA will need to be on call 24/7 for issues that those facilities may have related to the systems.

A DBA makes sure that databases have the following qualities:

- Data remains consistent across the database;
- Data is clearly defined;
- Users access data concurrently, in a form that suits their needs; and,
- There is provision for data security and recovery control (all data is retrievable in an emergency).

Typical work activities

- Your level of responsibility will determine the tasks you carry out in the job. Some work may be pure maintenance while other roles will involve you specializing in database development.

Tasks may involve some or all of the following:

- Establishing the needs of users and monitoring user access and security;
- Monitoring performance and managing parameters to provide fast responses to front-end users;
- Considering both back-end organization of data and front-end accessibility for end-users;
- Further refining the physical design to meet system storage requirements;
- Installing and testing new versions of the DBMS;
- Maintaining data standards, including adherence to the Data Protection Act;
- Writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata);
- Controlling access permissions and privileges;
- Developing, managing and testing back-up and recovery plans;
- Ensuring that storage and archiving procedures are functioning correctly;
- Capacity planning;
- Communicating regularly with technical, applications and operational staff to ensure database integrity and security;
- Commissioning and installing new applications and customizing existing applications in order to make them fit for purpose.

- Because of the increasing levels of sensitive data being stored, security and disaster recovery will become an increasingly important to your daily work responsibilities.
- Ensure all database servers are backed up in a way that meets the business's Recovery Point Objectives (RPO)
- Test backups to ensure we can meet the business' Recovery Time Objectives (RTO)
- Troubleshoot SQL Server service outages as they occur, including after-hours and weekends
- Configure SQL Server monitoring utilities to minimize false alarms
- Install and configure new SQL Servers
- Deploy database change scripts provided by third party vendors
- When performance issues arise, determine the most effective way to increase performance including hardware purchases, server configuration changes, or index/query changes
- Document the company's database environment
- On-call troubleshooting experience with at least one production SQL Server for a year.
- Tuning T-SQL queries to improve performance
- Troubleshooting hardware using tools like Dell OpenManage, HP System Insight Manager, and IBM Director
- Ensure that new database code meets company standards for readability, reliability, and performance
- Each week, give developers a list of the top 10 most resource-intensive queries on the server and suggest ways to improve performance on each
- Design indexes for existing applications, choosing when to add or remove indexes
- When users complain about the performance of a particular query, help developers improve the performance of that query by tweaking it or modifying indexes
- Designing tables and picking datatypes
- Using Profiler traces and other tools to find the most frequently run queries
- On-call troubleshooting for SQL Server service outages

To Apply:

Interested persons should email cover letter and resume to (resume@statattorney.org). Consideration of resumes will begin immediately. Please use "Database Administrator" as the subject reference of your email. Documents must be in pdf or Word format.

Applicants who submitted applications for prior positions must submit a new application for these positions. All positions with the Office of the State's Attorney are at-will positions with no civil service protection.

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