NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094-2740

Malcolm A Needler
Personnel Officer

(716) 438-4071

DATABASE ADMINISTRATOR

NO 21-389 Open to the Public   Salary $35.55 - $41.53/hour

The examination will be held to establish an eligible list used to fill one (1) current vacancy in the Niagara County Information Technology Department and any other appropriate vacancies that may occur during the life of the list.

RESIDENCE REQUIREMENTS: Candidates must have been a legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. Salaries vary within the municipalities. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.

Graduation from high school or possession of a High School Equivalency Diploma **and**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher in data processing, information technology, computer information systems, or closely related field and two (2) years of full-time paid experience in database administration which must have included the design, creation, optimization, maintenance, and troubleshooting of relational databases, queries, and programming in a client/server environment; **OR**

2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in data processing, information technology, computer information systems, or closely related field and four (4) years of full-time paid experience in database administration which must have included the design, creation, optimization, maintenance, and troubleshooting of relational databases, queries, and programming in a client/server environment.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

ORIGINAL APPLICATIONS MUST BE RECEIVED BY 4PM OR BE POSTMARKED BY **MAY 21, 2021**	A **non-refundable $15.00 application fee** must accompany each application. Please submit a copy of your online payment receipt OR a check or money order payable to: **Niagara County Civil Service** ANNOUNCEMENT ISSUED: April 30, 2021	TBD

DUTIES: This position involves responsibility for designing, developing and administering databases for a variety of municipal operations. The incumbent evaluates data storage needs and designs and creates tables, queries and reports to store and retrieve information, and recommends and implements information technology related plans and policies. The incumbent also provides user support services, operates a server, personal computer, laptop and/or other related devices, manages computer projects and oversees a computer center.   The work is performed under the supervision of the Director of Information Technology.   Does related work as required.

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required supporting documentation or your application will be disapproved.

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SUBJECT OF EXAMINATION: The examination will consist of rated evaluation of training and experience.   Only your rating on the evaluation of training and experience will be considered when computing final scores.

RATED EVALUATION OF TRAINING AND EXPERIENCE: You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas: **Computer Programming, Help Desk, User Support, Network Administration, Data Communications, Business/Systems Analysis, Web Site Development, and Microcomputer Repair.**

IMPORTANT: The Training and experience questionnaire will be completed on the internet and candidates will have two (2) weeks to complete. Instructions and deadlines for completing this questionnaire will be sent to all **approved** candidates.

PC QUALIFYING TEST: The Personnel Officer has waived the PC qualifying portion of this exam

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES

Niagara County Civil Service   #2021-17