ANNOUNCES AN OPENING FOR THE FOLLOWING POSITION
ON THE ISLAND OF
ST. THOMAS

Database Administrator

Under the direct supervision of the Chief Information Technology Officer (CITO), the Database Administrator (DBA) is responsible for the performance, integrity, and security of the Government Employees Retirement System's (GERS) information systems' databases. The DBA provides technical expertise in the design, implementation, and maintenance of database management systems that support institutional business and clinical applications. Additional responsibilities include creating reports, data input and output, technology management, and end-user training and support.

DUTIES INCLUDE:

- Designs and documents database architecture.
- Assesses malfunctions of hardware and/or software applications for determining appropriate actions to maintain computer, network, and database operations.
- Builds database scheme, tables, procedures and permissions.
- Creates, tests, and executes data management languages.
- Develops database utilities and automated reporting.
- Analyzes and sustains capacity and performance requirements.
- Monitors systems and platforms for availability.
- Oversees backup, clustering, mirroring, replication and failover.
- Performs maintenance operations daily, weekly and monthly on Oracle and SQL servers and databases, and information systems for ensuring efficient program operations.
- Performs database backups and restorations and recovers corrupted databases.
- Evaluates and recommends new database technologies.
- Implements and maintains database security and encryption.
- Develops, manages and tests database and information system backup and recovery plans.
- Develops standards and policies for data entry and ensures compliance.
- Prepares written materials for documenting activities, providing written reference, and/or conveying information.
- Prepares and distributes reports, including but not limited to weekly and monthly status reports to the CITO.
- Performs end user training and software/hardware end user support as needed.

QUALIFICATIONS:

Bachelor's degree with a concentration in Computer Science with seven to ten years' experience of in-depth knowledge and experience with computer applications including Oracle SQL (preferred) or Microsoft SQL Server, Crystal Reports, Web Development Tools, Microsoft Office Professional, including Visio and Project.

Certifications such as MCSE DBA, Oracle Associate or equivalent are a plus.

Letter of interest, resume, and job application must be submitted by 5:00 p.m. June 7, 2019. Applications can be found online at wwww.usvigers.com or picked up at the St. Thomas GERS Office on the 3rd Floor of the GERS Complex. Resumes and Job Applications may be submitted to the GERS Offices at the receptionist desk, via email to hrdept@usvigers.com or mailed by the deadline date to:

Ms. Asiah Clendinen
Human Resources, Strategic Planning & Organizational Development Officer
Government Employees' Retirement System
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GERS Complex - 3rd Floor
St. Thomas, VI 00802-5750