

NAVAJO TRIBAL UTILITY AUTHORITY
AN ENTERPRISE OF THE NAVAJO NATION
JOB ANNOUNCEMENT

ANNOUNCEMENT NO.: HQ-80A-11-982
TITLE: DATABASE ADMINISTRATOR
SALARY: \$25.56 w/excellent benefits
LOCATION: IT Division – Ft Defiance, Arizona
OPENING DATE: December 27, 2011
CLOSING DATE: OUF



MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Information Technology, Computer Science, Business Administration or related field
- 2-3 years experience in comprehensive computerized system and computer systems.
- Must have strong work ethic, ability to work under pressure, exercise sound judgment in area of responsibility, strong communication skills, positive attitude and a self starter.
- Valid Driver's License (subject to motor vehicle review)

JOB RESPONSIBILITIES AND PERFORMANCE OBJECTIVES:

- Database configuration, tuning, performance monitoring and evaluation. Responsible for database activity, performance and troubleshooting. Initiates system improvements; assesses impacts of changes; responsible for database structure; data definition/ directory; database loading, troubleshooting, testing and validation. Know SQL programming for data base maintenance or modifications. Provides overall database support.
- Backup and recovery management; assists with the implementation of backup procedure and restart the system along with implementing recovery procedures.
- Provides analysis to management on maintenance and troubleshooting of outages.
- Data growth management: evaluates technical applications, designs/ develops storage structure, mapping and search strategies, and access methods; carries out designs/ redesigns and restructure activities, proposes technical standards, design rules, and conventions for database growth.
- Database security and integrity: installs and maintains tool to safeguards access to the database functions; maintains system security standards and security implementation; responsible for quality control/ assurance, preparation of proposals for programs, design and review of system changes/ enhancements.
- Maintains professional contacts with companies, research entities, and equipment manufacturers on computer applications and equipment.
- Provides technical assistance to staff including interpretation of specifications.
- Researches new development in hardware and software. Keeps abreast of latest development and studies regarding effective procedures and methods in software customization.
- Performs other duties as assigned or requested

TO APPLY: The following documents must be entirely completed to be considered for employment:

- ✓ NTUA Employment Application
- ✓ Authorization for Release of Information form
- ✓ Copy of Degree Received
- ✓ College Transcripts

Submit documents to Human Resources, PO Box 170, Fort Defiance, AZ 86504. The completed employment application and Authorization for Release form must be received by NTUA. For inquiries, call (928) 729-6252 or to apply online, please visit our website @ www.ntua.com.

***The selected candidate must successfully complete a pre-employment Drug Test, Physical Examination and Background check.**

NTUA'S Mission: "To provide Safe & Reliable services to our customers that exceeds their expectations."

Navajo Preference

NTUA reserves the right to determine whether an applicant possesses "necessary qualifications" as defined under the Navajo Preference in Employment Act.

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