

June 3, 2019

**TITLE:** Database Administrator  
**EMPLOYMENT TYPE:** Non-Exempt  
**DIVISION:** Finance (Information Technology)  
**APPLICATION DEADLINE:** Friday, June 28, 2019  
**PAY RANGE:** \$43.24 - \$64.86 per hour (\$89,949 - \$134,924 estimated annual)  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Full Time

**JOB SUMMARY:** The Database Administrator will report to the Manager, IT Operations (End User Support) and will develop and maintain database applications for the San Mateo County Transit District (SamTrans).

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Design and develop database applications.
- Ensure the performance integrity and quality of databases.
- Administer and support data replication to remote databases.
- Administer and control database objects including procedures, links, indices, etc.
- Administer database access permissions and privileges.
- Develop, test, implement, and document back-up and recovery processes and procedures.
- Provide technical assistance to internal stakeholders and vendors in the implementation of business applications.

**EXAMPLES OF DUTIES:**

- Plan data flow for new or revised databases; map out the conceptual design for planned databases. Set up and evaluate proof of concept for new database technologies.
- Install and test database application updates, patches, and application software releases.
- Provide system support for the implementation of new upgrades to business applications.
- Develop and implement database and OS scripting to automate repetitive tasks.
- Provide development and operational support for Oracle and MS SQL database systems.
- Stay abreast of new trends, innovations, and software in the field of database management.
- Monitor database status and tune performance; execute database recovery procedures.
- Perform all job duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the supervision of the Manager, IT Operations (End User Support) who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Computer Science, Information Systems or related field.
- Three years full-time experience as Database Administrator.

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

---

Other Requirements:

- MS SQL-Server.
- High Availability – RAC, Clustering, Data Guard, Material Views, and Standby Databases.
- Database Programming – SQL, PL/SQL, T-SQL.
- MS Windows Scripting – Shell, Power Shell.
- System Migration experience Oracle to MS SQL is desirable.
- Must be able to communicate effectively orally and in writing.

**SELECTION PROCESS MAY INCLUDE:**

The process will include a panel interview and may include written and skills test assessments. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

Holidays: Seven paid holidays, plus up to five floating holidays per year  
Time Off: Paid Time Off: 21 days per year  
Insurance: Medical, dental, vision care, group life insurance, and more  
Transportation: Free bus transportation for employees and qualified dependents  
Retirement: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit, 3 year average of highest compensation
- New Members – 2% @ 62 benefit, 3 year average of highest compensation

**HOW TO APPLY:**

*Although we encourage applicants to apply online, we are still accepting paper applications.*

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650)508-6308 to verify that your online or paper application package has been received.

**The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650) 508-6288.  
SamTrans is an Equal Opportunity Employer.**