



Full Time Position

SQL DATABASE ADMINISTRATOR

Agency Description:

The Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses and commercial districts. SBS makes it easier for companies in New York City to form, do business, and grow by providing direct assistance to business owners, promoting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs and linking employers with a skilled and qualified workforce. SBS has a staff of 300 employees and a budget of \$190 million. SBS is quickly becoming one of the most respected and dynamic agencies in New York City, and continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees. We are recruiting qualified individuals to work with us on high-impact initiatives in the agency.

Job Description:

SBS is seeking a SQL Database Administrator with strong Microsoft SQL programming ability to support the development of new modules and enhancements to current functionality in databases that support the Agency's Workforce Program Division.

Responsibilities will include:

- Supporting, modifying, and expanding the data schema of the existing databases in accordance with Agency data storage standards and functional requirements documents
- Writing stored procedures, triggers and SSIS packages
- Writing queries to support business needs
- Performing critical data analysis
- Planning, coordinating and implementing security measures to safeguard information exchanging between other organizations and protecting electronic data files against accidental or unauthorized damage, modification or disclosure.

QUALIFICATION REQUIREMENTS:

- Bachelor's Degree in Information Technology
- 3 years related experience

SALARY: \$70,000/yr

To apply, **please email** your resume and cover letter including the following subject line:
SQL Database Administrator to:

careers@sbs.nyc.gov

If you do not have access to email, please mail a cover letter & resume to:
NYC Department of Small Business Services / Human Resources Unit
110 William Street / New York, New York 10038

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.