



<b>Office Title:</b> Database Administrator	<b>Civil Service Title:</b> Computer Specialist (Software)
<b>Level:</b> 3	<b>Salary Range:</b> \$115,854 - \$130,701
<b>Division / Work Unit:</b> Information Technology Division (ITD) – Infrastructure and Security Management (ISM)	<b>Number of Positions:</b> 1
<b>Job ID:</b> 607064	<b>Hours / Shift:</b> Monday – Friday (9 AM to 5 PM)
<b>Position Status:</b> Full-Time / Permanent	<b>Application Deadline:</b> Until filled
<b>DISCLAIMER:</b> The NYC Department of City Planning does not offer sponsorship, of any kind, for any type of employment opportunity.	

**THE AGENCY**

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP is a great place to work – cultivating intellectual inspiration, professional development, and creativity. Visit our website at [www.nyc.gov/planning](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about the agency’s services.

**THE DIVISION**

Information Technology Division’s (ITD) vision is to become a dynamic and vibrant technology delivery organization of the New York City government that leads business transformations and technology innovations to enable citizen-centric smart urban planning, while promoting a culture of collaboration, talent development, and equity. ITD is responsible for developing technology solutions to support agency needs and citywide asks, including City Charter mandates. This includes grant funding requirements, citywide geospatial services, maintaining systems infrastructure and endpoint assets to optimize operational efficiency, promote innovation, and collaborate with other city agencies to enhance service accessibility to citizens. The division provides necessary computing infrastructure and productivity-enhancing technology tools in a hybrid mode (on premise and in the cloud), to support DCP’s interdisciplinary staff across five boroughs, including planners, urban designers, project managers, and executive management. The division is comprised of experienced and talented software engineers, geographic specialists, service engineers, and technology leaders who specialize in managing system infrastructure, cyber security, geospatial data engineering, application services, and portfolio management.

Within ITD, the Infrastructure and Security Management (ISM) unit is responsible for design, configuration, and maintenance of on-premise and cloud network infrastructure; physical and virtual server management, backup and recovery, security and access control, database administration, capacity planning, and incident response, facilitating the agency's computing needs and provisioning the infrastructure assets for the optimal of internal and external clients, systems, and applications. Staffed by a team of network engineers and infrastructure specialists, the ISM unit closely works with city's Office of Technology and Innovation (OTI) on identity and access management, compliance and governance, and security best practices.

## **THE ROLE**

ITD's Infrastructure and Security Management (ISM) unit is seeking a Database Administrator who has strong background in on-premises SQL Server and cloud Azure SQL database administration, database design practices for web application development, scaling and performance tuning of production databases, and securing database instances and services. The candidate will be responsible for designing, implementing, and optimizing robust and secure database solutions that enable efficient application development, data management, and business intelligence.

Under supervision and general direction, with considerable latitude for the exercise of independent judgment, the Database Administrator's responsibilities include, but may not be limited to:

- Design, develop, and implement database solutions that support business applications, ensuring data integrity, availability, and performance.
- Lead the migration of on-premises SQL Server databases to Azure SQL Database, utilizing best practices for seamless transitions.
- Collaborate closely with application developers, business analysts, and stakeholders to understand data requirements and design efficient database structures.
- Design and implement security measures for databases, including access controls, encryption, and auditing, to protect sensitive data.
- Monitor database performance and optimize query performance to enhance application responsiveness and efficiency.
- Monitor and respond to production issues, outages, etc.
- Implement strategies for database scalability, both vertically and horizontally, to accommodate growing data volumes and application demands.
- Manage database backup, restoration, and disaster recovery processes to ensure data availability and business continuity.
- Develop and maintain ETL processes and integration pipelines between different databases and systems.
- Develop and optimize complex SQL queries, triggers, procedures, and will functions.
- Implement SSRS, SSAS, SSIS, and data warehousing.
- Utilize business intelligence and analytics tools to extract insights from data and support data-driven decision-making.
- Collaborate with cross-functional teams to ensure proper integration of databases with applications, APIs, and reporting systems.
- Develop and maintain database documentation, including data dictionaries, schemas, and diagrams.
- Stay current with the latest database technologies, best practices, and trends, and recommend improvements to existing systems.
- Mentor and provide guidance to junior database administrators and developers, fostering skill development and knowledge sharing.

## **PREFERRED SKILLS**

- Bachelor's degree in Computer Science, Information Technology, or a related field. Master's degree is a plus.
- Proven experience (5+ years) as an Application Development Database Designer/Administrator, with a focus on on-premises SQL Server and Azure SQL Database management.
- Microsoft certifications related to SQL Server or Azure are highly desirable.
- Strong proficiency in database design, optimization, and administration, with expertise in SQL query optimization.

- Hands-on experience migrating databases from on-premises to Azure SQL Database.
- In-depth knowledge of database security principles, encryption methods, and access controls.
- Familiarity with scaling strategies for databases, both vertically and horizontally.
- Experience with ETL processes and integration of databases with other systems.
- Proficiency in business intelligence and analytics tools, such as Power BI.
- Strong problem-solving skills and a proactive attitude toward identifying and addressing database-related challenges.
- Excellent communication and collaboration skills to work effectively with technical and non-technical teams.
- Ability to work independently and manage multiple projects simultaneously.
- Leadership skills with the ability to mentor and guide junior team members.
- Knowledge of cloud database services and trends.

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## MINIMUM REQUIREMENTS

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

1. **A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field and two (2) years of satisfactory full-time software experience in designing, programming, debugging, maintaining, implementing, and enhancing computer software applications, systems programming, systems analysis and design, data communication software, or database design and programming, including one year in a project leader capacity or as a major contributor on a complex project; or**
2. **A four-year high school diploma or its educational equivalent and six (6) years of full-time satisfactory software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; or**
3. **A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to two years of the required experience in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in (1) or (2) above. However, all candidates must have a four year high school diploma or its educational equivalent, plus at least one (1) year of satisfactory full-time software experience in a project leader capacity or as a major contributor on a complex project.**

**NOTE:** In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, or as an end user will not be accepted for meeting the minimum qualification requirements.

### Special Note

To be eligible for placement in Assignment Level IV, in addition to the Qualification Requirements stated above, individuals must have one year of satisfactory experience in a project leader capacity or as a major contributor on a complex project in data administration, database management systems, operating systems, data communications systems, capacity planning, and/or on-line applications programming.

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**TO APPLY:** All applications must be submitted through the [Jobs NYC / ESS Portal](#)

**City Employees** – Click [here](#) to apply directly

1. Log in to ESS.
2. Search for job ID number: **607064**

3. Click on the job business title: **Database Administrator**
4. Click on “Apply Now” at the bottom of the posting

**Non-City Employees** – Click [here](#) to apply directly, or visit [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and follow the steps below:

1. Search for job ID number: **607064**
  2. Click on the job business title: **Database Administrator**
  3. Click on “Apply Now” at the bottom of the posting
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**PLEASE NOTE:**

Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval. Authorization to work in the United States is required for this position.

*The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.*

**55-a Program**

*This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.*

*As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](http://nyc.gov/studentloans).*

*This position will be eligible for remote work up to 2 days per week, pursuant to the Remote Work Pilot Program agreed to between the City and DC37.*

**NOTE:** If you would like to request a reasonable accommodation during your visit or have questions regarding the accessibility of our facilities, please reach out to [accessibilityinfo@planning.nyc.gov](mailto:accessibilityinfo@planning.nyc.gov) or call 212-720-3508 at least three business days prior to your arrival.