

August 15, 2012

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB OPENING

CLASSIFICATION: Data Base Administrator II

STATE CLASSIFICATION CODE: Class No. 0211/B12

LOCATION: Temple, Texas

Minimum Starting Annual Salary: \$43,673

GENERAL DESCRIPTION OF DUTIES

Serves as Data Base Administrator on the Statewide Resource Management (SRM) Team supporting the administration of the Texas Nonpoint Source Management Program and other agency programs. Performs moderately complex (journey-level) database administration work. Work involves providing for the effective and efficient storage, retrieval, customization, and archiving of data to ensure integrated data management systems; recommending, developing, and implementing database policies and procedures; and maintaining data integrity. Managing web application design, deployment, development, and maintenance activities as they relate to database systems also involved. Work also involves input and manipulation of geographic information systems (GIS) to create, maintain, display, update and produce accurate maps and other representation of data. May train others. Works under general supervision.

EXAMPLES OF WORK PERFORMED

Installs database software, and assists with analyzing, designing, and maintaining database structures. Performs logical and physical data modeling, designs relational database models, and creates physical data models from logical data models. Performs database performance monitoring and implements efficiency improvements.

Writes web applications and develops user interfaces, menus, and macro-level commands to meet user needs (HTML/PHP/MySQL). Enters, corrects, and debugs database records, and assists in providing consulting services in fields such as resource development and management.

Coordinates and supports migration to new data management system software levels. Executes the procedures necessary to save, retrieve, and recover databases from

hardware and software failures. Maintains data standards; prepares and develops database documentation, procedures, and definitions for data dictionaries.

Assists in developing standards, guidelines, and policies designed to ensure the integrity of the database environment. Assists in developing goals and objectives for the use and improvement of an efficient and cost-effective database system.

Assists with establishing and implementing necessary database security controls. Assists with evaluating and recommending database software packages for potential acquisition.

Creates and modifies maps, graphs, or diagrams using geographic information software and related equipment. Gathers and compiles geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps.

Digitizes and maintains spatial databases of relevant information, documents procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps of the resulting information.

Evaluates information from outside sources to determine the quality of the data. Translates data and converts data to assist users. Imports, creates, reformats, and processes data to produce watershed maps for agency programs.

Assists in the development of GIS that may link parcel maps or orthophotos with environmental data, historic data, and transportation data to produce maps or quantify information about the impacts of features on parcel ownership.

Determines operational, technical, and support requirements for the operation and maintenance of databases, text, and graphics. Evaluates code(HTML/PHP/Javascript) to ensure that it is valid; properly structured; meets industry standards; and compatible with browsers, devices, or operating systems.

Interacts and communicates with the agency's information management team or hosting agency to address hardware or software issues affecting web sites. Tracks the usage of a system by using automated web system tracking tools.

Will write, design, or edit web page content that includes the preparation of graphics, text, and tables.

May assist in information systems security administration.

May train others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in computer systems analysis or computer programming, specifically in database design. Experience with web applications for database and geographic information systems. Experience with GIS analysis and map design. Graduation from an accredited four-year college or university with major course work in computer science, management information systems, or a related field is preferred. Education and experience may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the principles, practices, and techniques of web application design and programming; of computer programming languages (HTML/PHP/Javascript); of project control and cost estimating techniques; of database structures and theories; of current database technologies (MySQL); and of data analysis techniques.

Ability to identify and define user task needs, to conduct short-range and long-range project planning studies, to develop reports, and to train others.

Knowledge of terminology related to GIS, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography.

Skill in solving problems; in testing, installing, and implementing geographic information system programs; and in troubleshooting system issues.

Ability to analyze geographic data and procedures; to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, aerial photography, orthophotography, and to communicate effectively.

Knowledge of the limitations and capabilities of computer systems, and of techniques used in the design of web applications.

Ability to design web pages; to handle multiple projects; to schedule, tests, and install web pages.

Must be able to safely and legally operate a motor vehicle.

Must be able to safely accomplish moderate lifting (up to 30 lbs.)

The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability or veteran's status.

Complete a State of Texas application. Mail an original application to the address below. Resumes will not be accepted in lieu of the application.

For additional information, visit our website at <http://www.tsswcb.texas.gov/> or contact:

Human Resources Department
Texas State Soil and Water Conservation Board
P.O. Box 658
Temple, TX 76503
254/773-2250

******Important Notice******

This position exists due to federal funding available to the TSSWCB under the provisions of a contribution agreement between the TSSWCB and the EPA. Funding is contingent upon funds being appropriated by Congress, made administratively available, or authorized by law and is received on an annual basis at the beginning of each federal fiscal year, which begins on October 1. Applicants should realize that, if selected, their employment may terminate with the cancellation of the contribution agreement between the TSSWCB and the EPA. All other employment policies and procedures are the same as those that apply to all TSSWCB employees.

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