Information Technology – Oracle Database Administrator

Organization Background

Employees' Retirement Fund (ERF) of the City of Dallas was established by ordinance in November 1943 and became effective in January 1944 after ratification by the voters of the City of Dallas. ERF is a single-employer defined benefit pension plan sponsored by the City of Dallas, and it provides retirement, disability and death benefits to its members.

Roles and Responsibility:

This individual will come in at the beginning of this project to learn the business and technologies involved. Gradually, this individual will take over the DBA and Support responsibilities.

Knowledge, Skills and Abilities of Work:

- Creates and maintains all databases required for development, testing and production environment.
- Performs the capacity planning (sizing) required to create and maintain the databases. The DBA works closely with system administration and Cybersecurity administrators to for security, performance and compatibility issues
- Installs new versions of the Oracle RDBMS and its tools and any other tools that access the Oracle database.
- Plans and implements backup and recovery of the Oracle database.
- Controls migrations of programs, database changes, reference data changes and menu changes through the development life cycle.
- Implements and enforces security for all of the Oracle Databases.
- Implements and enforces database level encryption.

- Performs database re-organizations as required to assist performance and ensure maximum uptime of the database.
- Performs normalization and re-indexing the databases.
- Provides technical support to the project teams.
- Administers all database objects, including tables, clusters, indexes, views, sequences, packages and procedures.
- Assists with impact analysis of any changes made to the database objects.
- Troubleshoots with problems regarding database connectivity, compatibility and accessibility.
- Creates new database users and groups as required.
- Manages resources amongst applications using Oracle.

Experience and Education

A Bachelor's degree from an accredited college or university in computer science or computer information technology and 10 or more years of work experience in one or more of the following areas: Oracle technologies, databases, Unix programming. Each complete year of college or work experience in computer or related fields can be used as substitution for experience.

To apply:

Please send your resume and cover letter to detheridge@dallaserf.org – use subject line: "Oracle Administrator Position". Resumes received by July 1, 2018 or before will have the priority consideration. No phone calls please.