



Job # 12.2011.11

There is a vacancy in the CSEA Information Technology Department that will be filled in the classification of **Senior Programmer** (\$6,357 - 9,048).

This position is responsible for designing, developing and maintaining systems used in supporting the management of membership data. The duties of this position encompass all of those of Programmer as well as those below.

DUTIES:

Convert project specifications and statements of problems and procedures to detailed logical flow charts for design and coding into computer language. Reviews, analyzes and modifies programming systems including encoding, testing, debugging and documenting programs. Has knowledge of commonly-used concepts, practices and procedures. Primary job functions require exercising independent judgment.

Additional duties include, but are not limited to, the following:

1. Provide reports on project development status to supervisor on a regular and timely basis.
2. Provide technical consultation in new systems development and enhancement of existing systems.
3. Participates in production support and problem resolution activities.
4. Tests and debugs programs for accuracy and functionality.
5. Analyzes, designs and develops new programs and maintains, modifies and enhances existing systems and programs.
6. Coordinates database design and implementation with senior staff and/or manager.
7. Reviews the code and work of others for efficiencies and implementation techniques and makes recommendations for improvements.
8. Work with analysts and end-users to clearly define requirements and translate requirements into comprehensive design.
9. Compile and write documentation of program development and subsequent revisions, inserting comments in the coded instructions so others can understand the program.
10. Researches and recommends coding and development techniques that adhere to industry best practices.

ELIGIBILITY:

Education: Bachelor's degree in Computer Science or Information Technology or related field of study.

Experience: Ten (10) years' of experience in an information technology role, including five (5) years' experience programming in Microsoft.NET, Visual Studio and SQL Server.

ADDITIONAL SKILLS AND KNOWLEDGE:

1. Strong team-oriented interpersonal and communication skills.
2. Strong knowledge and understanding of structured analysis and technical design techniques.
3. Strong analytical and complex problem-solving skills.
4. Ability to develop applications on multiple operating systems.
5. Knowledge of object-oriented analysis, design and knowledge of Visual Studio .NET environment, particularly C#.
6. Solid knowledge of Microsoft SQL.

Any employee interested in this position should notify the CSEA Human Resources Department in writing by sending an email to careers@calcsea.org.

Please include your resume and list the job number (Job # 12.2011.11) and job title (**Senior Programmer**) in your subject line.

Job # 13.2011.11

There is a vacancy in the CSEA Information Technology Department that will be filled in the classification of **Senior Database Administrator** (\$6,769 - 9,634).

This position is responsible for database administration and provides primary support and maintenance for multiple database projects and hardware platforms. The duties of this position encompass all of those of the Database Administrator as well as those below.

DUTIES:

Planning and installation:

- Monitors and manages database growth and capacity.
- Coordinates and performs database upgrades.
- Tests and corrects errors.
- Selects and implements database management tools to simplify monitoring and support of multiple databases.
- Defines standards and guidelines for use by developers and administrators.
- Responsible for capacity planning and data storage techniques.
- Reviews and recommends licensing upgrades or strategy.
- Leads project team(s) to coordinate database development and determine project scope.

Maintenance and Optimization:

- Monitors database performance and performs necessary maintenance.
- Writes policies and procedures related to data administration daily operations, data backup and recovery.
- Troubleshoots issues or problems as they arise.
- Monitors data security and audit trails.

- Regularly monitors and tunes the database and recommends strategies for improving performance.

Server Process ID Management:

- Responsible for the Microsoft SQL Server database.
- Assists users with report writing functions.
- Provides technical guidance and support to other staff and customers.
- Trains users and assists them with writing reports and analysis.

Security:

- Ensures data is backed up and procedures are in place to restore and recover data.
- Tests and documents reliability of back-up systems.
- Writes policies and procedures to ensure confidentiality of data is managed appropriately.

Leadership:

- Provides oversight and training to Database Administrators or other IT staff.
- Has responsibility for defining and delivering projects to completion and providing direction to others as needed.

QUALIFICATIONS:

- Bachelor's degree in Computer Science or Information Technology or related field of study.
- Ten (10) years' experience in an information technology support role, including five (5) years' experience in systems management, upgrades and maintenance activities and five (5) years' experience with database administration.

ADDITIONAL SKILLS AND KNOWLEDGE:

- Critical thinking and complex problem solving skills.
- Strong team-oriented interpersonal and communication skills.
- Strong knowledge of SQL Server.

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