

JOB ANNOUNCEMENT

Job Posting Number: 25-04
Job Title: Database Administrator and Records Manager
Opening Date: December 1, 2024
Closing Date: March 27, 2025
Annual Salary: \$58,184-\$94,913 Annually¹ (B23)
Work Location: 914 East Anderson Lane, Austin, Texas 78752
Work Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday

GENERAL DESCRIPTION

Performs database work involving developing, maintaining, and monitoring integrated database systems; implementing database procedures; records and information management work designing, evaluating, reviewing, recommending, implementing, updating, and maintaining a records and information management program and maintaining data integrity.

MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans, Reservists or Guardsmen with a Military Occupational Specialty or additional duties that fall in the fields of 36B, 42A, 88N, YN, 360, 0111, 8A200 may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as Records Management Officer for the Department and administers the Department's Records management program.
2. Coordinate, develop, and conduct records management training for agency staff.
3. Trains staff in database applications.
4. Advise agency employees and work with legal counsel regarding the transfer of agency records to storage and the destruction of records in accordance with all applicable laws, policies, and procedures.
5. Develops classification, storage and retrieval policies for Department documents with assistance from General Counsel team.
6. Manages databases to ensure the integrity, security and accessibility of the Department's data.
7. Assures users can easily use databases to find the information they need, and the systems perform as they should.
8. Maintains data standards.
9. Prepares and develops database documentation, procedures and definitions for data dictionaries.
10. Administers the Department's database systems, including xml data imports, Access databases, CRM (ACT!), and SharePoint for the examination program, credit union data, consumer complaints, and open records requests.

¹ Commensurate with qualifications and experience.

11. Ensures proper organization of data in the document repository, currently in SharePoint and shared folders, including the utilization of consistent naming conventions, archival policies and file structure.
12. Performs data modeling and relational database models as needed.
13. Analyze, design, modify, and maintain database structures,
14. Establishes and implements database security controls and user access levels along with maximizing data availability to staff.
15. Perform database performance monitoring and implement efficiency improvements when needed.
16. Creates test database environments, including necessary libraries and procedures.

REQUIREMENTS

Experience and Education

Experience in relational databases and linking tools, such as Access, MSSQL, Excel, XML files, ODBC, OLE, SharePoint and/or CRM software. Experience with the Microsoft Suite of products. Software certifications or Computer Science degrees are preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

1. Knowledge of the principles, practices, and techniques of relational databases, document management, computer operations, drafting procedures; computer database application systems; data processing flowcharting techniques; database structures and theories; current database technologies; and data analysis, evaluation, and testing techniques.
2. Knowledge of the design of a records management program.
3. Skill in complex problem solving and critical thinking, and in the use of a computer and applicable software.
4. Ability to identify and define users' functional and technical database needs, to conduct short-range and long-range project planning studies, to develop reports, and to communicate effectively.
5. Problem solver.
6. Team player and service oriented.

HOW TO APPLY

Submit a State of Texas application via mail or in person to: Credit Union Department, 914 East Anderson Lane, Austin, Texas 78752; via fax to 512-832-0278; via email to CUDMail@tud.texas.gov; or via WorkinTexas.com. Application must include a complete work history. Resumes submitted without a State of Texas application will not be considered.

The State of Texas applications may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment#applicationFormForDownload>.

Only those candidates selected for an interview will be contacted. Candidates selected will be required to sign a release authorizing the Department to obtain information regarding the candidate's credit history, police and criminal history information, and education information.

Employment testing is required for candidates selected to be interviewed. If contacted for an interview, candidates will be notified regarding details of the testing procedures.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Department is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act (ADA), the Department will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact the Department at 512-837-9236. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

The Department participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.