



Job Description

Job Title:	Database Administrator	Date: July 2026
Division:	Information Systems	
Reports To:	Programming Manager	
Grade Level:	16	
FL Status:	Exempt ☒	Non-Exempt ☐
Employment Status:	Full Time ☒	Part Time ☐ Temporary ☐

Job Summary

Under the direction of the Programming Manager the Database Administrator maintains all system databases for the authority. Assist team members on developing technologies, architectural concepts, and best practices. Provide services to NJSDA that include query optimization, resource monitoring capacity planning, troubleshooting problems or bottlenecks, systems implementation and maintenance, user support, training, report development, application development, process documentation and IT Management. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Database Development and Administration including the design and development for relational databases, scheduling and design of database backups, replication and data recovery.
2. Leads the development, analysis, testing, and deployment of complex SQL database objects, including Stored Procedures, Triggers, Cursors, and Functions.
3. Administrator of Microsoft DEV-OPs and SSRS.
4. Program SQL for database and programming team with optimizing SQL for application development.
5. Interface between programmers, end users, and helpdesk resources to bring application issues related to database infrastructure to resolution.
6. Monitors and evaluates new software versions, updates, and patches for database systems and related technologies.
7. Works to resolve database related system support issues including analyzing slow queries and optimizing speed.
8. Ensures that applications and related services are documented and kept current.
9. Assists in overseeing database budget and licensing for servers, databases and related software.
10. Ensures the NJSDA Policies and Procedures are followed and enforced.
11. Security and Access: Create and maintain user accounts, define access levels, and enforce data protection rules.
12. Provides related Help Desk support for internal and external clients.
13. Available for on-call responsibilities outside of normal business hours as required.
14. Develop SQL-based reports for on-premise and cloud environments.
15. Provide support for NJSDA enterprise-wide applications.

Required Skills and Abilities

1. Must be detail oriented and able to communicate effectively both verbally and in writing.
2. Demonstrated ability to multi-task projects with competing demands in an effective and productive manner.
3. Knowledge of database indexes, index management, and statistics.
4. Strong working knowledge of database relationships and normalization.
5. Ability to work independently and within a team environment.
6. Strong working knowledge of Microsoft SQL Server Management Studio (SMSS) and SQL Server versions 2019 and later.
7. Strong working knowledge of SQL, Stored Procedures, Triggers, Functions, Cursors and equivalent database tools and programming.
8. Strong working knowledge of reporting tools, ie: Microsoft SSRS.

Preferred Skills and Abilities

1. Working knowledge of Windows Core Server 2019 and later, Windows Server 2019 and later.
2. Working knowledge of application development using Microsoft Visual Studio.
3. SSL encrypted data connection and TDE for data at rest.
4. Working knowledge of Microsoft SQL Profiler.
5. Knowledge of the following: C#, VB, IIS.

Required Education and Experience

Education and Experience Requirements

1. Bachelor's degree in Computer Science, Information Systems or equivalent experience.
1. 2 – 5 years of combined experience with Database Administration on SQL Server.
2. 2 – 5 years administration experience with SSRS.
3. 2 – 5 years of experience with Systems Development Life Cycle (SDLC).
4. Familiar with project control automation and systems documentation.
5. Experience in a formalized production migration process.

Physical Demands

Minimal