TAX COLLECTOR DATABASE ADMINISTRATOR

Job Code	Pay Grade
23108	T-8

Nature of Work
This is technical and analytical work requiring the analysis, design, programming, and implementation of information processing systems in conformance to an approved system design standard. Work also involves providing technical support to users of information systems, both internal and external. Responsibilities include applying research techniques and procedures in the development of user interfaces, scripts, customization of applications, leadership, and liaison in the functional areas of information systems development and support in a multi-customer, multi-platform, multi-operating system, multi-vendor and mission critical systems. Work requires a high degree of coordination with user departments, independent judgment, and initiative. Duties include all aspects of application development and support, concentrating on technically complex tasks which include system and business analysis, planning, design, software development, testing, implementation and post implementation support.

Minimum Qualification Requirements
- 8 years of experience in automated information systems or systems operations; or
- Bachelor's Degree and 4 years' experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require
- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)
- Troubleshoots and resolves issues using issue tracking system. Performs investigative analysis of reported problems. Supports payroll backup process, staff updates for electronic timesheets, forms/templates update and maintenance.
- Maintains liaison between the organization and vendors and other County offices. Works closely with vendors to obtain and develop desired products. Gathers and disseminates necessary data and documents.
- Coordinates tasks/efforts between different parties involved and maintains project timelines.
- Develops, maintains, and supports web-based applications (using HTML, ASPX, CSS, JQuery, JavaScript, APIs etc.) as needed.
- Assists with issues related to UI, cross-browser compatibility, and general web functions.
- Assists with SharePoint implementation and support, including web parts, workflows, sub sites, pages, images/graphics, navigation, security permissions, custom templates, lists, and views.
- Utilizes graphics skills to enhance web pages (Internet and Intranet) and/or add a professional appearance to any document.
- Creates and maintains SSRS (SQL Server Reporting Services) Reports. Creates databases for applications.
- Incorporates Tables, Views, Triggers, Stored Procedures, Jobs, Backups, Restore, Security, SQL Profiler use as needed.
- Works as part of a project team to determine project scope and limitations; analyzes user needs and software requirements to determine feasibility of design within time and cost constraints.
- Runs scripts, queries and scheduled jobs to assist with data verification, status reports, and tax roll balancing.
- Designs, Develops, maintains, and supports '.net' applications.
- Works with Help Desk to resolve trouble tickets and mitigate development issues.
- Performs system research, design, and programming; prepares feasibility studies, system workflow designs, and procedures; identifies information processing application areas.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities   (continued)

- Knowledge of systems analysis, feasibility studies, and work flow diagrams.
- Knowledge of design procedures, techniques, and ability to design applications and user programs, documents, and forms.
- Knowledge of the operating characteristics, capabilities, and limitations of microcomputers, mainframe, communications, networking, operation and applications software, and systems.
- Knowledge of Microsoft NT Operating System (network & client), and Novell NetWare 4.0 with the ability to administer each as part of the Local and Wide Area Networks.
- Knowledge of various programming languages.
- Knowledge of Microsoft Products and Programs
- Knowledge of relational databases such as Access, Informix, Oracle, and SQL Server.
- Knowledge of research techniques, methods, and procedures.
- Knowledge of software and hardware troubleshooting and maintenance procedures.
- Ability to apply computer applications and software.
- Ability to comprehend complex technical information and communicate this information clearly both orally and in writing.
- Ability to utilize and develop application usages with software such as relational databases, desktop publishing, word processing, and spreadsheets.
- Ability to move to the various locations within and outside of the assigned department.