December 18, 2024

Job Posting

POSITION: **Database Administrator/OMS Manager**

LOCATION: **Dartmouth House of Correction**

HOURS: **8:00 am – 4:00 pm**

DAYS OFF: **Sat/Sun**

PAY GRADE: **Non-Union - GRADE 23 ($80,532.62 - $100,329.76)**

GENERAL DUTIES AND RESPONSIBILITIES:

See attached Job Description

TO APPLY:

Those who are interested in this position must submit a letter of interest and resume to **caitlindemelo@bcso-ma.org** on or before **Wednesday, 1/1/2025.**

      The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, national origin, religion, disability, sexual orientation, genetics, gender identity, gender expression, military status or any other legally protected status.

PLEASE POST

1.	**Title**		**Agency**
	Database Administrator/		
	OMS Manager		Bristol County
			Sheriff's Office

| 2. | **Unit** | **Salary Grade** | **Date** |
| | Admin Non Union | 23 | 10/2024 |

3.   **General statement of duties and responsibilities:**

The Bristol County Sheriff's Office is seeking to hire a technically skilled database administrator that is capable of holding positions of great responsibility. In this role, you'll be the first respondent to database problems that arise and carry out periodic maintenance and troubleshooting.

To ensure success as a database administrator, you should be an excellent problem-solver and communicator that is fluent in most data manipulation languages. Ultimately, a top-notch database administrator should have extensive knowledge of the databases under their administration and display sound technical skills and administrative aptitude.

4.   **Supervision received:** Director or Information Technology, Assistant Director of Information Technology, Network Engineer and System Engineer

5.   **Supervision exercised:** They shall supervise any and all staff utilizing the OMS (Offender Management System)

6.   **Duties and responsibilities**:

1.   Monitoring database system performance and identifying problems that arise.
2.   Responding in a timely manner to user-reported errors.
3.   Protecting the database against threats or unauthorized access.
4.   Ensuring that the database is adequately backed up and able to be recovered in the event of an outage.
5.   Reporting on metrics regarding usage and performance.
6.   Suggesting changes and improvements for database maintenance or protection.
7.   Regularly liaising with IT project managers and database programmers.
8.   Designing databases with both front-end and back-end users in mind.
9.   They shall assist in the preparation and execution of pre-audits to prepare for upcoming audits and accreditations with the DOC, ACA, ICE, NCCHC, etc.
10.   Responsible for providing ongoing communication to the BCSO Leadership and departmental supervisors by working with an established steering committee

composed of representatives from all major operational areas within the BCSO to assist with the implementation and post implementation processes.

11. Attend and participate in meetings with the OMS vendor, MSA, EOPSS, and other MA County staff.

12. Obtain a full working knowledge of Crystal Reports and any related report building functions within OMS. Be responsible for the creation of reports as needed or requested by BCSO administration or authorized staff that will assist the agency with reporting efforts and tracking of emerging trends.

13. Be responsible for developing training plans, including scheduling and facilitating end-user training. Utilize the train the trainer model by identifying and training key staff to be super users. Ensure that all users are proficient in the use of OMS and that there are super users available to users at every facility on every shift.

14. Verifying that staff maintains competence in using the system by continually assessing training needs and conducting regular training sessions. Maintain super user training to confirm proficiency to ensure new procedures are implemented correctly and communicated to staff so the system is utilized as intended.

15. Engage staff in assessing the system on a regular basis. Identify workflow issues and necessary enhancements that may be needed and communicating these needs to the OMS vendor so that they can be implemented as part of system updates.

16. Performs other related duties as designated by the Sheriff.

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7. **Database Administrator Requirements:**

1. A bachelor's degree in computer science or a related field.

2. Completion of Advanced Database Certification is advantageous.

3. A minimum of 3 years' experience as a database administrator.

4. Proficiency in data manipulation languages, including MS SQL, Oracle Database or PostgreSQL

5. Proficiency in SAP Crystal Reports or similar

6. Excellent verbal and written communication skills.

7. Highly organized and responsible.

8. Capable of working under pressure.

9 Up-to-date with trends and developments in database administration.