



*Ohio's Leader in Municipal
Tax Collection & Administration,
Serving Taxpayers & Local
Governments* **Since 1971**

JOB OPPORTUNITY

We are looking for an accountable individual who is detail oriented and operates with a high level of confidentiality to join our growing team!

Resumes will be accepted **through September 25th** (end of business day, 5:00 PM)

JOB TITLE:	SENIOR DATABASE ADMINISTRATOR
CLASSIFICATION:	EXEMPT
GRADE:	GRADE 7 (\$95,472 - \$129,168 annually, depending upon experience)
DEPARTMENT:	INFORMATION SERVICES
REPORTS TO:	CONFIGURATION MANAGEMENT SUPERVISOR
LOCATION:	BRECKSVILLE (HYBRID)

About RITA: Our **Mission** at RITA is to provide Ohio cities and villages with a high quality, cost effective municipal tax collection service. We currently serve nearly 400 cities and villages across the State of Ohio, collecting and distributing more than \$2B of municipal income tax revenue annually, at an average cost in 2023 of less than one cent of every dollar collected. These income tax dollars are crucial to the provision of the public safety, infrastructure and recreational services that make these cities and villages great places to live, work and do business. At RITA, we work hard to fulfill our **Mission** to the Ohio cities and villages we serve, and strive to be the best and top choice for municipal tax collection in Ohio.

RITA Benefits: RITA is an OPERS employer that offers low monthly premiums for health benefits for employees, spouses and dependents with no monthly cost for dental and vision coverage. The Agency makes bi-annual contributions to employees' Health Savings Accounts. Additional benefits include paid vacation and sick leave, including for mental health and for time to volunteer, along with 3 personal days provided on the anniversary of the employee's hire date. The initial 3 personal days are provided upon successful completion of the 180-day Introductory Period and then again at the second anniversary and each anniversary thereafter. Employees also have access to an employee assistance program, which offers many services including digital Cognitive Behavioral Therapy (dCBT), benefits and claims advocacy services, and assistance with other matters, such as childcare, mental health and legal assistance.

About the Role: The purpose of this position is to design, analyze, secure and maintain the Agency's databases, which store and process confidential taxpayer information. This position is responsible for ensuring the Agency database servers are high performing and meet established service level agreements for performance and availability. Also, this position certifies the databases are fully recoverable and minimizes data loss via the Agency's business continuity and disaster recovery plans.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Analyzes and ensures that database management systems, schemas, performance and backend storage meet application software project requirements and data storage capacity requirements.
2. Contributes in developing annual budget to ensure funding for the Agency's database management systems and the technology and human resources required to implement, support and maintain it.

3. Collaborates with members of the Information Services Department to develop and execute both tactical and strategic architecture plans and implementations for Agency databases.
4. Researches and provides recommendations for a database technology roadmap, including cloud, on premise, and hybrid solutions.
5. Identifies database management tools that support the secure configuration, design and ongoing management of the Agency's database management systems.
6. Identifies and ensures that competitive pricing and alternatives are obtained for Agency technology purchases.
7. Purchases and implements upgrades and enhancements to Agency database management systems hardware and software.
8. Installs, maintains and supports database server software and associated management tools. Utilizes skills and knowledge to automate repeatable tasks to improve productivity of self and team.
9. Designs and manages data management systems to support real-time integration and advanced analytics; as the subject matter expert, knowledgeable with all major components and requiring minimal technical assistance.
10. Implements and supports database, backups, recovery, patches and upgrades.
11. Performs the role as a lead technical worker for other employees of the unit and serves as backup to the Configuration Management Supervisor as needed.
12. Participates in all aspects of the application lifecycle: requirements analysis & definition, system design, implementation, testing, deployment, and sustainment.
13. Leads effort to secure data assets across the enterprise, working with risk and information security staff to develop and implement data security policies as required.
14. Reviews and coordinates technical work activities including application and database system implementations into production.
15. Ensures that database management standards, processes and procedures are developed, implemented and maintained.
16. Provides input on the technical ability of other employees in the unit for job performance evaluations.
17. Ensures all database change processes are auditable and align with Agency audit compliance requirements (e.g. SOC-1, PCI, FTL, etc.)
18. Ensures Agency developed software is deployed according to database configuration standards.
19. Maintains expert level technical knowledge in applicable areas of IT, software development, configuration management and security.
20. Performs other related work as assigned.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, the Agency reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Physical Requirements: The individual assigned to this position must be able to complete all physical requirements of the job, with or without a reasonable accommodation, which include, but are not limited to the following:

- Must be able to remain in a stationary position 50% of the time.
- Must be able to occasionally move to different locations inside the office.
- Constantly operates a computer to complete assigned work.
- Ability to learn and apply technical material.
- Occasionally moves computing equipment weighing up to 50 pounds.

- The ability to accurately communicate with others in the Department and throughout the Agency.

About You: Bachelor's degree in information systems or closely related field; supplemented by 10+ years' experience designing, implementing and managing enterprise databases; or an equivalent combination of education, training, knowledge and hands-on experience in the following disciplines:

- Microsoft .NET software development and deployment technologies which includes experience working with C#.NET software applications and Internet services applications: ASP (IIS), COM+, HTML, XML, and Web Services.
- Integrated development environments (IDEs) such as Visual Studio.
- Source code repositories such as Microsoft Team Foundation Server/Azure Devops and Git.
- Administration of Microsoft Windows Server and desktop operating systems and the interrelationships between major system components including networking, storage, server, operating system, authentication methods, application code, and disaster recovery technology.
- Microsoft SQL Server 2014, 2017 and 2019 that includes general database administration tasks such as developing Microsoft SQL Server database objects, database server implementations, ETL/SSIS code deployments, backups, creation of DB authentication principals, system and query performance tuning, TSQL and development of stored procedures.
- Industry standard certifications for Microsoft software development, Microsoft Server Operating Systems, Microsoft database management systems, and VMWare are a plus.

How to Apply: Please submit your resume to RITAJobs@ritaohio.com no later than 5 PM on September 25th. Only qualified individuals being considered will be contacted for an interview.

The Regional Income Tax Agency (Agency) is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel decisions are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic. In compliance with the Americans with Disabilities Act, the Agency will seek to provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Agency.