

Job Opening

Date: 2/26/08

To: Internal/External Applicants

From: Jim Hemphill, Human Resource Director

Re: Job Opening for Database Analyst, Administrative Services Division

Qualified applicants are encouraged to apply for the Database Analyst position currently open in the Administrative Services Division. Open until filled or until March 28, 2008.

This position is a pay grade (29) with a salary range of \$42,042 (min) - \$60,945 (maximum). Projected hiring range \$42,042-\$51,000.

- Utilize Access, IFIX, MS SQL Server, T-SQL, VB, Excel, and other software/programming languages to design and implement solutions for data entry/ retrieval, analysis and reporting for MSD and its customers.
- Maintain and continue development on current data collection systems.
- Provide training and desktop support for MSD personnel to facilitate and most efficiently utilize data and applicable software.
- Create systems for efficient information feedback from MSD databases and GIS applications.
- Provide data integrity and security by managing access to crucial business data.
- Work closely with other members of the IS staff for upgrades and builds.
- Compiles and writes documentation of program development and revisions.
- Integration of data derived from external sources and/or “third party” applications.
- Provide methods of reporting/transmitting data in accordance with MSD Paper Reduction Initiatives.
- Ensure GIS data is updated “from/ to” relevant data sources.

The employee assists in developing, documenting and supporting efficient business processes to ensure day-to-day information from relevant divisions is accurately and efficiently incorporated into the business and GIS data. This includes encouraging employees to provide accurate updates to data and applications, and supporting applications and procedure which facilitate communication of updated information.

The employee must be able to multi-task projects and responsibilities and deliver excellent customer service; will serve as a resource for accessing information on a day-to-day basis to facilitate data entry/retrieval, reporting and analysis.

Prefer college/ technical school graduate with major course work in Computer Science with a focus in database administration, or two years related job experience working with Relational Database Management Systems; should be familiar with ArcGIS, Microsoft Access and SQL Server database development & management, and object-oriented programming. Familiarity with AutoCAD, VB.net, ASP.net and HTML is also a plus or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possession of a valid North Carolina driver's license.

Interested applicants should email a resume and cover letter of interest or submit a letter of application and a current resume to jhemphill@msdbc.org or US mail to Metropolitan Sewerage District, Attention: Jim Hemphill, Human Resource Director, 2028 Riverside Drive, Asheville, North Carolina 28804, open until filled or until March 28, 2008.

Distribution: WH Mull, Fleet, System Services, Treatment Plant, WWTP-Maint., Warehouse
Employment Security Commission
YMI Cultural Center
The Asheville Advocate
The Opportunity Corporation
Office of Minority Affairs

Asheville Citizen Times
meetthegeeks.net
Nazareth First Baptist Church
Eagle/Market Streets Development Corporation
MSD website

Craigslist
Equality Advocate
Asheville Branch NAACP
Housing Authority