JOB DESCRIPTION – GIS DATABASE ADMINISTRATOR

Title: GIS Database Administrator

Reports to: Randi Thomson, Project Manager

Summary of Position:

Provide the NPS Wildland Fire GIS Program with recommendations to maintain and improve the existing SQL Server/ArcSDE geodatabase environment. Work with existing staff to analyze current system, capture future needs, provide guidance, and implement recommendations to improve database management.

This is a temporary, part-time, non-exempt, hourly wage position between 20 and 40 hours per week. 400 hours total.

Position will be located in the Lakewood, Colorado NPS Regional Office.

Duties & Responsibilities:

- Within the hours allotted to the task the applicant will provide recommendations in report format and implement recommendations to improve the current Geodatabase(s), including but not limited to:
    - Database back up and disaster recovery
    - User management and security
    - ArcSDE management tasks
    - Analysis of future database needs and suggestions on design to best meet those needs
    - Data architecture, data element schema, and data element lifecycles
    - Management and upgrade of SQL Server and ArcSDE software
    - Loading, updating, and integrating data from a variety of sources
    - Methods of remote data access including ArcGIS Server feature, Geodata, and/or mobile services
    - Performance tuning of spatial datasets
    - Management of versioned data and data QA/QC
    - SQL Reporting Services
    - Training as necessary
- Assist in the administration of the current NPS Fire Geodatabase.
- Provide written Weekly Status Reports detailing accomplishments toward tasks and participation on a weekly conference call.

Required Skills & Abilities

- Expertise in GIS discipline and practices.
- Highly motivated self-starter who can function without direct oversight.
- Strong communication skills (oral and written)
- Proficiency in ESRI's ArcGIS Desktop and ArcGIS Server
- Extensive experience as a database administrator of ESRI's ArcSDE 10.x software deployed in a Microsoft SQL Server environment.
- Database administration, design, and maintenance experience.
- Experience with NPS Wildland Fire Program a plus.

- Ability to pass a federal background check and secure a Government ID for computer and building access. This may affect the start date of the contract.