

Wyoming Judicial Branch

Position Announcement

Database Administrator

The Database Administrator position will have practical experience in designing, implementing, and maintaining database environments. Duties will include gathering and analyzing data in support of support and maintenance operations, backups, reporting, business cases, proposed projects, and systems requirements.

Responsibilities

- Provide database development, support, security, and maintenance.
- Develop and maintain backup and recovery plans.
- Meet with decision makers, systems owners, vendors, and end users to define business, financial, and operational requirements and system goals, and identify and resolve system issues.
- Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.
- May act as project manager.
- Proficient in t-SQL and other programming languages.
- Create and maintain documentation for production cycles, document changes, fixes, and codes.
- Perform other duties as assigned.

Education & Experience

Four-year college diploma or university degree in computer systems design or computer science, and/or 3-5 years equivalent work experience.

Knowledge & Experience

- Hands-on experience with Server, Database, and Network administration concepts.
- Attention to detail.
- Proven experience in overseeing the design and implementation of software solutions, systems, or products.
- Experience with SQL Server and Oracle.
- Working knowledge of t-SQL, Microsoft .NET, C#.
- Excellent organizational and time management skills.
- Excellent analytical and problem-solving skills.
- Excellent written and oral communication skills.
- Excellent listening and interpersonal skills.
- Ability to work independently and in a team-based environment.
- Ability to be self-motivated.
- Demonstrated project management skills.

- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.

Limited travel across Wyoming to the various circuit and district courts may be required. Routine software maintenance after normal business hours may be necessary and include weekends and holidays.

Employment is “at will” and subject to a background check. The annual salary for this position will be between \$70,000 and \$80,000, commensurate with experience and qualifications. The position will receive State of Wyoming benefits, which include health and dental insurance, life insurance, retirement and annual and sick leave. The position is located in Cheyenne, WY and does not come with a telecommuting option.

Interested and qualified candidates should submit a cover letter and resume, along with the Wyoming Judicial Branch Employment Application, to Julie Goyen, Chief Information Officer, 2301 Capitol Avenue, Cheyenne, WY 82002. The Wyoming Judicial Branch application is located on the Wyoming Supreme Court website at: <http://www.courts.state.wy.us/wp-content/uploads/2018/11/wsc-app-NOV2018.pdf> .

If you are a United States Armed Forces veteran, or the spouse of a veteran who was married to that veteran at the time of that person’s death and you receive survivor benefits, to receive veteran’s preference under Wyo. Stat. Section 19-14-102, you must complete the Veteran’s Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a copy of Form DD214 to the application.

The position is open until filled.

The State of Wyoming is an Equal Opportunity Employer.