

**IT & SECURITY
POSITION DESCRIPTION**

Application & Data Specialist

Rev. 10/2022

COORDINATES

All Departments

SUPERVISES

None

FLSA

Exempt

JOB SUMMARY:

The Application & Data Analyst performs a variety of technical and complex work ensuring that the data managed by BELD IT is maintained, backed up and put in a useful context for the business to consume. The person in this position also assists with ongoing projects within the Technology & Security Division as well as routine daily tasks. The Application & Data Analyst requires uses his/her knowledge of hardware and software to diagnose and resolve technology-related problems.

DUTIES AND RESPONSIBILITIES:

The incumbent works largely independently and receives general instruction and guidance from the Senior Systems Administrator. This person should seek clarification for only the most complex or non-routine tasks.

Responsible for the performance, integrity, security, integration, documentation and recoverability of all BELD/Town databases. Responsible for the complete lifecycle of new databases and the tools that leverage the information stored in those databases.

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Responsible for the design, operation, tuning, backup, upgrading, security, troubleshooting and maintenance of all databases and data interfaces to all production systems including, but not limited to CIS, ERP, GIS, AMI, MDM, and OMS.
- Perform general system administration of Microsoft Windows and Red Hat Linux servers.
- Work closely with internal staff to design, implement, maintain and document integrations between internal systems and other data sources using approved languages and protocols.
- Work with different departments to develop, enhance and distribute custom reports to business
- Monitor backup reports and work with Systems Administrator to remediate any issues.

- Keep current with industry standard technology changes through industry group membership, publications and formal training.
- Maintain and improve company intranet page
- Work with the team to ensure data is adequately protected in case of a cyber incident
- Perform related duties as assigned.

EXPERIENCE AND SKILLS

- Strong knowledge of database technologies and methodologies (including, but not limited to, MS SQL, Oracle, Postgres)
- Strong knowledge of custom reporting and business intelligence software
- General knowledge of infrastructure requirements, protocols, and components of local and wide area networks; Windows Server Environment; Microsoft Office 365; Internet Information Services; backup systems; network/workstation peripherals; print servers; firewalls, spam & antivirus software
- Experience with integrating systems or pulling via API calls preferred.
- Ability to create and maintain accurate and detailed records and technical documentation.
- Learn new skills to improve job performance.
- Read and interpret written information.
- Handle multiple problems and projects simultaneously.
- Multitask in a fast-paced environment.

EDUCATION AND REQUIREMENTS:

- Associates Degree in Computer Science, trade program certification in database administration or equivalent experience.
- Minimum of 5 years of experience developing and supporting IT based applications.
- Minimum of 2 years of experience in interfacing/integration projects.
- Minimum of 2 years of experience of direct administration of Microsoft SQL Server.
- Must have a valid driver's license and automobile for transportation to remote job sites
- Must pass CJIS fingerprint background check

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed primarily in office conditions during regular business hours but at times may require night or weekend hours. Occasional light to moderate physical effort

required to perform duties under typical office conditions. Occasionally required to lift items and equipment weighing up to 50; pounds; frequently required to stand and walk; occasionally required to kneel, bend, reach, stoop, crouch, and twist. Must have vision and manual dexterity to install and maintain equipment and to operate a keyboard. Regularly required to talk and listen. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified.