



## Homes and Community Renewal

*Job Opportunities at New York State Homes and Community Renewal*

*Build a career while building a better community. Rewarding careers in Public Service start here!*

### **DATABASE & CLOUD SYSTEMS ADMINISTRATOR**

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

**The Office of Professional Services (OPS)** is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Legal Affairs, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

#### **Job Summary:**

New York State Homes and Community Renewal is seeking a Database & Cloud Systems Administrator who has proven Information Technology (IT) experience supporting multiple enterprise databases and cloud solutions. The Database & Cloud Systems Administrator will report directly to the IT Applications Development Manager and work closely with business analysts, IT applications developers and IT infrastructure staff; as well as with the Agency's senior management and general end-user base. The Database & Cloud Systems Administrator will play a key role in the re-platforming of Agency systems/applications utilizing the latest technologies. The Database & Cloud Systems Administrator will apply a range of specialized skills and tools to complete the following specific duties and responsibilities:



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#### DBA Role:

- Participate in the Agency's IT strategic planning function. This includes helping to develop long range plans and goals for all aspects of software development; evaluating and selecting new 3<sup>rd</sup>-party solutions and system development platforms; liaising with outside vendors; and devising appropriate metrics to measure the effectiveness of the plans;
- Managing and administering the Agencies' SQL Server databases in production test environments. Specific duties include monitoring and auditing of databases to ensure high availability and integrity of the Agencies' data with 24/7 on-call support;
- Backups and recovery; capacity planning; load balancing; performance tuning including enabling and interpreting SQL profiler and SQL tracing; data replication and mirroring; data modeling and database design;
- Disaster recovery planning and testing;
- Change management covering all environments;
- Developing, maintaining, and enforcing best practices;
- Overseeing database backup, clustering, mirroring, replication and failover procedures;
- Installing and configuring SQL Server patches and upgrades;
- Developing, maintaining, and monitoring database utility jobs.
- Preventing and providing early detection of potential problems and outages;
- Deploying reports into SQL Server Reporting Services;
- Developing, maintaining, and deploying SQL Service Integrated Services Packages;
- Setting up and maintaining SQL Server Agent batch jobs;
- Researching and evaluating 3<sup>rd</sup> party packaged software and online services to determine their appropriateness for Agency use. Coordinating the installation of the software or service and defining and implementing any customization that may be required.
- Provide application integration with internal and 3<sup>rd</sup> party applications on a need be basis.
- If required, learn one or more new database architectures and/or computer programming languages in order to develop new systems for the Agency.
- Prepare written reports to management; develop procedures, test plans and other documents necessary to support the Agency's information systems.
- Monitor, document and address post-implementation problems.

#### Database Administrator Duties:

- Manage and administer all the Agencies' SQL Server databases. Responsibilities include monitoring and auditing to ensure data integrity and high availability.
- Provide and maintain long term database strategic solutions for mission critical system databases crossing multi business areas which includes SONYMA Express, Mortgage Insurance Fund (MIF), Lender Online (LOL), Affordable Housing Grant Unit Status (GUS), Multifamily Insurance Monitoring System (IMS), Business Application Modernization Project (BAM) and other potential applications and systems.



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- Support multiple database environments (PROD, QA and DEV); Administering database software patches and upgrades. Optimize database performance through performance tuning and load balancing, Data modeling and database design.
- Create and maintain scripts utilizing SSIS, SSRS and SQL Agent to automate database maintenance, automate monitoring and system reporting; Ensure successful measures for hardware fail-over failures.
- Supports backup-restore utilizing multiple backup tools- SQL Native backup, Snap Manager, EMC Avamar and Tivoli Storage Manager.
- Implements Microsoft best practices across the board, provide capacity planning by analyzing growth statistics with the teams. Analyze and find solutions for production performance issues by troubleshooting and providing root cause analysis.

#### Linux Admin Role:

- Install, configure and maintain of Red Hat and AWS Linux OS for SAP and SONYMA Express Applications
- Administer User and Groups.
- Mounting NTFS partitions, CD/DVD and USB.
- Maintain error log report.
- Install, configure and maintain Web Servers (HTTP, Apache and Tomcat).
- Creating documents for day-to-day operations by reviewing Linux best practices.
- Log Analysis, Maintaining documents of production server error log's reports.
- Monitor Production Server Health of different parameters (CPU Load, Physical Memory, Swap Memory, Hard disk, Mysql service, SAP, Http service and response time) via MRTG, Nagios.
- Setting up a new DNS and a corresponding VHOST to make the website functional.
- Monitor Production Server Health of different parameters (System Load, Swap Memory, Hard disk, Apache requests, Mailq, Nagios and CloudWatch).
- Set up and scheduling of crontab jobs.
- Create SWAP Memory.
- Schedule and perform server patching, memory upgrades and various admin activities in coordination with appropriate teams and scheduling of systems downtimes.
- Install and configure AWS Red Hat Linux OS for SONYMA Express environments (Prod

#### Cloud Systems Administrator (Linux Administrator) Duties:

- Install and configure AWS Red Hat Linux OS for SONYMA Express environments ( Prod, UAT, Integ and Dev)
- Administer Linux servers (Users and Groups, Mounting NTFS partitions, maintain and analyze error log reports, configure and maintain Web Servers (HTTP, Apache and Tomcat), Create and maintain system runbook for day to day operations following Linux best practices and weekly and monthly report to senior management.



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- Monitor Server Health of different parameters (CPU Load, Physical Memory, Swap Memory, Hard disk, MSsql service, SAP, Http service and response time) via MRTG, Nagios.
- Monitor Production Server Health of different parameters (System Load, Swap Memory, Hard disk, Apache requests, Mailq, Nagios and CloudWatch
- Manage and administer server patching, memory upgrades and various admin activities in coordination with appropriate IT and business unit teams.

#### Cloud Admin Role:

- Working on Amazon Web Services (EC2, Elastic Beanstalk, VPC, S3, CloudFront, IAM, RDS, Route 53, CloudWatch, SNS) for the Agency's systems.
- Create/Managing buckets on S3 (CLI) and store database and logs backup.
- Creating/Managing AMI/Snapshots/Volumes, Upgrade/downgrade AWS resources (CPU, Memory, EBS)
- Migration from RDS to EC2 instances.

#### Cloud Systems Administrator (AWS Administrator) Duties

- Support the Agency's Amazon Web Services for EC2, Elastic Beanstalk, VPC, S3, CloudFront, IAM, RDS, Route 53, CloudWatch, SNS for the Agency's cloud systems and applications.
- Install, configure and maintain all the Database Servers in the Agency's Amazon RDS MSSQL and EC2 instances.
- Create/Managing buckets on S3 (CLI) and store database and logs backup.
- Creating/Managing AMI/Snapshots/Volumes, Upgrade/downgrade AWS resources (CPU, Memory, EBS)

#### **QUALIFICATIONS:**

- Must have a minimum of 10 years' experience working with enterprise level databases such as SQL Server, SYBASE, Oracle, and/or DB2 which includes supporting end users in a small to large business-related environment.
- Must be MS SQL Server DBA certified.
- Must presently be administering and maintaining latest versions of SQL Server databases.
- Must have a working knowledge of best practices for Windows Server 2016 and above.
- Must be willing to learn new technologies such as Microsoft .Net and BIDS development.
- Must possess very good oral and written communications skills, and be able to work effectively with IT management, technical staff, and all levels of Agency staff.
- Must possess strong analytical skills as evidenced by education and/or work experience.
- Minimum of a bachelor's degree is required.
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- Proven leadership role in mentoring and guiding junior staff team members.



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- Must possess excellent verbal and written communications skills, and able to work effectively with IT management, technical staff, and all levels of Agency staff to ensure information is effectively communicated.

This job description is not intended to be all inclusive and the employee will be expected to perform other reasonably related duties as assigned.

#### **WHAT WE OFFER:**

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

All internal SHA employees(only) are directed to apply via  
[Nyshcr.sm.internalcandidates@nyshcr.org](mailto:Nyshcr.sm.internalcandidates@nyshcr.org)

**Please Include your name in the subject line**