



**BOARD OF ELECTIONS ANNOUNCES
THE FOLLOWING CAREER OPPORTUNITY**

**Database Analyst
(Unclassified)**

Department: Information Technology
Location: Cuyahoga County Board of Elections
2925 Euclid Avenue
Cleveland, Ohio 44115

Starting Salary: \$70,000.00-\$80,000.00
Pay Range: 12

Reports to: Application/DB Administrator
Hours: 8:30 a.m. – 4:30 p.m.
Monday - Friday

REQUIREMENTS: Completion of a Bachelor's Degree in Information Systems, Computer Science or a related area and a minimum of 3 years' experience in related area including database administration as well as utilization of reporting software; or an equivalent combination of education, training and experience.

Preferred Qualifications: Programming, analyzing and maintaining current systems as well as designing new ones utilizing Microsoft Visual Studio .Net/HTML/CSS

RESPONSIBILITIES: Creates new reports utilizing Crystal Reports and/or SQL to satisfy requirements and specifications; Modifies and adjusts existing reports utilizing Crystal Reports and/or SQL to improve and modify existing reports to specifications; Utilizes Microsoft SQL to run database queries on demand; Utilizes SQL to perform and monitor various database maintenance tasks such as back-up, security, disaster recovery and database re-indexing. Prepares a variety of reports/queries from the voter registration system; Monitors database performance; Troubleshoots system issues as requested by others contacting the IT department. Performs all other duties assigned, delegated, or required of the Database Analyst, including those prescribed by law.

Applications must be received by 4:30 p.m. April 5, 2019

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department at (216) 443-6600. This position is exempt from the Fair Labor Standards Act of 1938, as amended relative to overtime compensation.

**Equal Opportunity Employer; Smoke-free and Drug-free Workplace
Visit our website: www.boe.cuyahogacounty.us**

APPLICATION PROCEDURE: Applications and resumes must be submitted through our on-line process only. Visit our website: www.443vote.com, then click on the Employment tab and follow the prompts. Please note that you must complete a BOE on-line profile before you are able to apply for position at the Board of Elections. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.