

EMPLOYMENT OPENING

Quality Control Database Administrator

Major Duties

- Perform professional, technical, and analytical work in the development, implementation and administration of Computer Assisted Mass Appraisal (CAMA) data, Tax billing and processing data and divisional processes using software systems, database queries, and cross-division input.
- Coordinate the maintenance of the CAMA and Tax system, including updates to the system and regular error tracking.
- Provide support and training to users to resolve trouble with software applications.
- Assist with preparing analytical reports, including, but not limited to, presentations and notices such as the Tax Digest, Notices of Assessment, Tax bills and taxpayer brochures.
- Continually develop product expertise by reviewing new functionality, testing product issues, and utilizing internal resources.
- Serve as the liaison between County Management, Board of Assessors and Tax Commissioner's office.
- Submit issues to development team for resolution as needed.
- Creates or enhances documentation throughout the support process.
- Participate in User Group meetings and activities.
- Performs other duties as assigned.

Education and Experience:

- Bachelor's degree in related field or any equivalent combination of education, experience and training.
- Must possess or successfully complete the qualifications of the Appraiser III exam within a specified timeline.
- Excellent interpersonal skills.
- Effective decision making and problem-solving skills involving troubleshooting basic to moderate issues.
- Strong organizational skills.
- Effective analytical ability, particularly in a technical environment.
- Excellent written and verbal communication skills.
- Basic knowledge and understanding of database structures including fields, tables, views, database objects, etc.
- Experience working with relational databases preferred.

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

BALDWIN COUNTY, GA.

EQUAL OPPORTUNITY EMPLOYER

Salary: Negotiable DOE