

**FULTON COUNTY**  
**INFORMATION TECHNOLOGY DEPARTMENT**  
**ANNOUNCES THE FOLLOWING:**

**DATABASE ADMINISTRATOR**

**FULTON, HAMILTON, HERKIMER, MONTGOMERY OR SARATOGA COUNTY  
RESIDENCY IS REQUIRED**

This is currently a permanent vacancy in the Fulton County Information Technology Department.

2025 Salary: \$35.73 per hour

Typical Work Activities (Illustrative but not exhaustive):

Monitors and maintains the health and performance of all County databases and related applications;  
Ensures data backups are up-to-date and accurately optimizes database performance;  
Ensures the security and access control of the database and related applications;  
Implements security measures such as user authentication, authorization and encryption for databases and the applications that access them;  
Troubleshoots and resolves database or software-related problems;  
Ensures the effective integration of the database with other systems and applications;  
Provides guidance on database-related matters;  
Installs, configures and regularly tests database management and operating system software by planning and implementing upgrades, ensures optimal functionality and performance;  
Communicates with others on database or application-related issues;  
Responsible for database documentation and application training;  
Trains other staff members on database-related processes and applications;  
Designs and develops applications, databases, tables, stored procedures or other database objects on an as needed basis;  
Performs related duties as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications: Graduation from high school, possession of a high school equivalency diploma or a high school individual education plan diploma; and

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science, Information Systems, Information Technology, or closely related field and two (2) years of experience in server administration, database system administration or database design; or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science, Information Systems, Information Technology, or closely related field and four (4) years of experience in server administration, database system administration or database design; or
- C. Six (6) years of experience in server administration, database system administration or database design; or
- D. An equivalent combination of training and experience as described in (A), (B), and (C) above; and

If qualifying by A, B or D (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

**A Civil Service Examination will be held for this position at a later date.**

**Applications should be filed with the  
Fulton County Personnel Department  
1 East Montgomery Street  
Johnstown NY 12095  
(518) 736-5574**

**They can be found on our website at [www.fultoncountyny.gov](http://www.fultoncountyny.gov).**