NOTICE OF JOB OPENING

Database Administrator

1 Opening
(External & Internal)

Opening Date: 9/29/2026 **Closing Date: Until Filled**

Classification: Grade 7, Exempt ($94,598 annually)

Summary of Job Duties and Responsibilities THE DATABASE ADMINISTRATOR provides, implements, maintains, and optimizes use of secure data bases in a hybrid model infrastructure to support both on-premise and cloud environments ensures integrity, proper functionality and availability of data sources; analyzes and coordinates the needs of all users;; assists mentors and trains IT personnel and users in the use of data source platforms and tools; engages in continuous learning to maintain and increase expertise in CAW data sources and evolving technologies; performs other essential duties as assigned within the database administration skillset.

Knowledge, Skills, and Abilities
Knowledge of SQL Server Management Studio software for PC/Server platforms.
Knowledge of PC network systems including Windows Desktop OS.
Knowledge of Visual Basic, Access, SQL Server, OR similar RDBMS.
Knowledge of system software concepts, design and analysis.
Knowledge of limitations and use of data processing systems and equipment.
Knowledge of database/data communications techniques.
Knowledge of structured query language (SQL) tools.
Knowledge of creating, defining, building and maintaining data elements, data tables, databases, data marts, data dictionaries, etc. in relation to selected reporting platforms.
Knowledge of one or more current reporting technologies, i.e., MS Report Builder, Python, Tableau, Cognos, Power BI, Visual Studio, etc.
Knowledge of creating and maintaining dashboards
Ability to design relational database structures.
Ability to analyze data structure requirements and recommend solutions.
Ability to think through a logical sequence of necessary events in terms of computer language to produce desired product.
Ability to communicate effectively, both orally and in writing.
Ability to train others through providing documentation, presentations, and other cross-training methodologies.
Ability to use interpersonal skills to establish effective working relationships with users.
Ability to interpret and translate non-technical user needs into proper network and system specifications.
Ability to study technical reference material independently and apply the principles learned to keep job skills updated.
Ability to adapt to continuous rapid change in technology and job requirements.
Ability to understand and take advantage of the complex relationship between hardware, operating software, application programs and network environment.
Ability to work with only general supervision.
Ability to train and assist users in the use of data sources and reporting platforms.
Ability to create standards for and maintain documentation.
Ability to produce diagnostic reports using SQL tools.
Ability to maintain confidentiality of information.

Minimum Qualifications
Bachelor's degree in Computer Science, Mathematics or related
Plus, three (3) years of experience in computer systems
Including two (2) years' work experience with database administration
Including one (1) year SQL server experience
OR
Five (5) years of experience in computer systems
Including two (2) years' work experience with data base administration
Including one (1) year SQL server experience.

Preferred Qualifications
Work experience with GIS, Windows Desktop OS, Windows Server OS and Oracle. Knowledge of XML and HTML.

Special Qualifications
Must pass a criminal background check.
Must be high-performing, innovative, value-driven, informed, and passionate.

Work Conditions
Works in a heated and cooled typical office environment.

SAFETY SENSITIVE INFORMATION

CAW has a vital interest in providing for the safety and well-being of all employees and the public while maintaining efficiency and productivity in all its operations. In fulfillment of its responsibilities, CAW is committed to maintaining a drug-free and alcohol-free workplace, including but not limited to the use of Illegal Drugs and the misuse or illegal use of Legal Drugs. Several CAW positions are designated as Safety Sensitive. Posting Notices will state, “Safety Sensitive: YES” and the following information will be included within the job description:

> This is a safety sensitive position due to utility driving requirements or job responsibilities which include safety-sensitive tasks that require performing duties fraught with risk of injury to others where even a momentary lapse of attention may have grave and disastrous consequences.

Individuals applying for a Safety Sensitive position will be required to pass a pre-employment drug screening and be subject to DOT or NonDOT random screening requirements for drug and alcohol screening during employment.

An internal or external applicant for a Safety-Sensitive Position who is issued a Registry ID Card by the State of Arkansas for use of medical marijuana must disclose such use upon his or her submittal to CAW of an application for the position. An applicant with a Registry ID Card will be disqualified from Safety-Sensitive positions but will be considered eligible to apply for other available positions that are not Safety-Sensitive or may become eligible for Safety Sensitive positions once the applicant is no longer a user of medical marijuana.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

Application must be completed to be considered for the position.

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER that does not discriminate in its employment practices.