



RWRA

DIGITAL INFORMATION ADMINISTRATOR

Regional Water Resource Agency (RWRA), the municipal wastewater (sewer) utility located in Owensboro, KY, is accepting resumes for the position of **Digital Information Administrator**.

The individual in this position will be responsible for administration of numerous facets of the multitude of different Agency-wide information systems (such as asset management systems, web-sites, social media, SQL databases, etc.) as well as planning, technology development, software troubleshooting, and technical training of staff. This position will provide hardware and software technical support to staff, as well as prepare customized reports for management. Quality control of database records and decision making regarding departmental policies are additional roles of this position, as well.

Essential Job Duties:

- * Manages data entry/user interface of information systems and digital records to ensure data remains consistent/accurate
- * Develops, establishes and maintains data entry standards with Director of Operations
- * Performs on-going quality control/assurance checks on database entries and records
- * Creates and maintains import/export scripts between various software platforms
- * Prepares monthly storm water billing
- * Troubleshoots and resolves moderately technical database issues by phone and online with software support services
- * Creates, customizes, generates and maintains unique data reports utilizing Crystal reporting services, Microsoft SQL reporting services, Power BI and others for various annual, monthly and weekly reports
- * Develops queries to extract, manipulate and/or calculate information to fulfill data and reporting requirements on an as-needed basis
- * Receives and processes customer work requests, answers telephone and records messages as well as greets walk-in customers, as needed
- * Creates, edits and publishes updates to Agency web page and social media

Job Preferences and Requirements:

- * Associate's degree in a computer related field, or related license in Database Management/Administration is required; programming skills and IT support training is preferred
- * Two to three years of experience in database design, support and administration with experience utilizing reporting services (Crystal, SQL, Power BI), IT technician experience and/or training is required; or equivalent combination of experience and education is required; office experience is preferred
- * A valid driver's license is required prior to employment
- * Certified Data Management Professional (CDMP), Microsoft Certified Database Administrator (MCDBA), Oracle Certified Professional Database Administrator (OCPDBA) – one of these is highly preferred

Job Schedule:

- * Full-time (40 hours per week), non-exempt position opening
- * Work hours are typically 7:00am-3:30pm, M-F

Pay Range and Benefits:

- * Beginning pay rate may range from \$31.88/hour to \$38.66/hour, depending upon relative work experience and education
- * Full-time Benefits:
 - * Medical, Dental, and Vision insurance
 - * Life insurance
 - * Short-term and Long-term Disability insurance
 - * Paid Vacation and Sick time, plus Holidays
 - * Retirement through the Kentucky Public Pensions Authority (KPPA) (*formerly KRS*)
 - * Tuition sponsorship

Application Process:

The job description may be obtained on RWRA's website www.rwra.org for further information.

To be considered for this position, submit your resume, along with a copy of any degrees, certificates and/or transcripts, if available, via:

- * Email to: jobs@rwra.org
- * Mail or Deliver (M-F 7:00am – 3:30pm) to:
 - Regional Water Resource Agency
 - Attn: Human Resources
 - 1722 Pleasant Valley Road
 - Owensboro, KY 42303

Resumes must be submitted no later than **Wednesday, September 11, 2024.** EOE, Certified Drug-Free Workplace