

# Nevada State Board of NURSING

## **Job Posting:** IT Professional

**Summarized Job Description:** The IT professional will serve in a database administrator (DBA) capacity and will be responsible for the performance, integrity and security of a database. They will be involved in the planning and development of the database, as well as in troubleshooting any issues on behalf of users. This individual must be able to write complex SQL queries and be able to write reports in Reporting Services. The IT professional must possess strong interpersonal skills in order to build strong relationships with staff and other stakeholders. The IT Professional will work independently at times and must be self-driven. The IT professional will be accountable for handling a wide variety of responsibilities and must be able multitask effectively and work well under pressure. Additional responsibilities include but are not limited to:

- Manage information technology and computer systems
- Plan, organize, control and evaluate IT and electronic data operations
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security *and integrity* of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures
- Handle annual budget and ensure cost effectiveness
- Serve in a database administrator (DBA) capacity
- Write SQL statements and evaluate queries for statistics

The IT Professional position is a full-time, Monday - Friday, 8:00 a.m. – 5:00 p.m. position. Some travel may be required.

### **Education and Experience Requirements:**

1. Bachelor's degree preferred;
2. Three years in an IT position is preferred.
3. Minimum of three years writing SQL is preferred.

### **Salary and Benefits:**

Beginning salary is \$49,736 annually and will be set commensurate with knowledge and experience as described in this document. Board employees currently receive all (11) state observed holidays. Employees receive the equivalent of fifteen (15) hours of Paid Time Off monthly. The position is a salaried position and serves at the pleasure of the Board, the members of which are appointed by the Governor of the State of Nevada. The Board receives no Nevada General Fund monies and exists solely on licensure and certification fees. The position is entitled to receive health and retirement benefits through the State of Nevada Public Employee Benefit Plan and Public Employee Retirement System.

### **How to apply:**

Interested applicants must submit a cover letter describing how the applicant meets the requirements of the position and a resume to: Nevada State Board of Nursing, Attn: Gail Trujillo, 5011 Meadowood Mall Way, #300, Reno, NV, 89502, via fax to: 775-687-7707 or email scanned documents to: gtrujillo@nsbn.state.nv.us.