

NOTICE OF POSTING
POSTING DATE: 01/29/18
RESUME AND LETTER OF INTEREST REQUESTED BY: 02/25/18
POSITION WILL REMAIN OPEN UNTIL FILLED

JOB TITLE: Database Analyst Intern (Temporary)
DEPARTMENT: Information Technology Department
JOB CODE/POSITION #: X121

CIVIL SERVICE: Non-Civil Service Position

HOURS OF WORK: 20.00 hours. Temporary position not to exceed 6 months

UNION AFFILIATION: None

DUTIES AND RESPONSIBILITIES:

The City of Cambridge is offering a part-time Database Analyst internship. The purpose of this internship is to assist the City in preparing for the US Census Local Update of Census Addresses (LUCA) submission. This internship will allow the applicant to gain experience in various SQL database management projects.

- Assist and provide support to the Planning Information Manager and Senior GIS Programmer Analyst in the Community Development and Information Technology Departments
- Leverage Microsoft SQL Server to develop complex multi-table queries, stored procedures, and reports
- Import and export data to and from SQL Server in various formats (text/CSV, Excel, etc.) using SQL Server Integration Services (SSIS)
- Review and analyze databases and data sources with street addressing information
- Perform assigned database duties both independently and as a member of a team
- Collect and verify street address information as needed
- Correct, update, and add addresses to the LUCA submission using tools provided by the US Census Bureau
- Assist in general duties as assigned, documentation of procedures, and other routine duties

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong problem-solving skills
- Familiar with Stored Procedure and View development in SQL Server
- Familiar with Microsoft SQL Server Management Studio
- Familiar with Crystal Reports or SQL Server Reporting Services
- Experience with a scripting language such as Python or R is a bonus
- Ability to communicate effectively (orally, graphically, and in writing) with other staff
- GIS experience is a plus

MINIMUM QUALIFICATIONS:

- Enrolled in or completed bachelor's degree program with major course work in computer science, math, statistics, planning, or a related field
- Experience in data manipulation and analysis using relational databases

PHYSICAL DEMANDS: Ability to access, input, and retrieve information from a computer. Answer telephones and maintain multiple files. Must read and analyze large quantities of information. Must have

sufficient mobility to get back and forth from office to offsite meetings. Some field work within Cambridge may be required. Some field work by foot or bicycle will be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: Work is conducted primarily in an office environment with fluorescent lighting, air conditioning, computers and other standard office equipment, but also involves meetings in other offices or facilities.

RATE: \$25.00 per hour

APPLICATION PROCEDURE: Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit both your resume and letter of interest via email to: employment@cambridgema.gov or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312. Resumes and letters of interest requested by 02/25/18. **Position is considered open until filled.**

THE CITY OF CAMBRIDGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, VETERANS, MEMBERS OF THE LGBTQ+ COMMUNITY, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CITY OF CAMBRIDGE RESIDENTS ARE ESPECIALLY ENCOURAGED TO APPLY.