

DATABASE ADMINISTRATOR SENIOR DATABASE ADMINISTRATOR PRINCIPAL DATABASE ADMINISTRATOR

JOB PURPOSE AND SUMMARY

The Database Administrator job family is responsible for all activities related to the administration, support and design of computerized databases. Confers with and advises on administrative policies and procedures, technical problems, priorities and methods. Projects long-range requirements for data based administration in conjunction with the Manager of Information Services. Controls the migration of database structures from the test environment into the production environment, manages the production environments. Provides database administration services to include schema development and modification. Has full technical knowledge of all phases of the systems analysis activity.

CLASSIFICATION DISTINCTIONS

This three level job family encompasses those responsible for complex and specialized design and development of databases and associated files. As with the Systems Administrator and the Network Administrator job families, the Database Administrator applies considerable knowledge of the operating system and the hardware platform on which the database is housed. The Database Administrator must have a complete understanding of the database and its interaction with the operating system.

The Principal level is responsible for the most complex systems and applies advanced knowledge of database management including design, configurations, sizing, importing and exporting. Additionally, the Principal is responsible for advanced coordination with systems and technical support staff in establishing and modifying databases and master files. At this level, a database administrator is expected to be able to design a program and implement steps to making it operational, this may include providing training and daily direction to lower level Database Administrators or programmer analysts. The entry level Database Administrator is expected to have the knowledge of database administration and will be developing in experience. Functionally, at the entry level, incumbents add users, coordinate the day to day database administration, install minor upgrades or modifications and may contribute to table development and sizing.

ESSENTIAL JOB FUNCTIONS

Responsibilities include, but are not limited to the following:

- Establish and modify databases and master files, coordinating with systems, operations and technical support; ensure database quality, integrity and performance.
- Confer with primary database users to determine modifications, adjustments needed and to trouble shoot problems.

- Design, size and install tables within context of the database and the platform on which it operates.
- Evaluate database and hardware to determine changes that may not require table modifications.
- Research data failures; develop and perform recovery strategies.
- Develop and maintain structure documentation; formulate and enforce standards for data management.
- Develop support tools to aid in monitoring data growth and gauge needs to increase space.
- Tune the database and application.
- Develop programming in various languages such as Sequel, PL/Sequel, Oracle Reports, C++, shell script.
- Provide training / mentoring of new staff.

QUALIFICATIONS

Bachelor's degree in computer science or a related field and,

Database Administrator – This is the entry level Database Administrator classification requiring three to five years programming or systems experience and an understanding of the database operating system.

Senior Database Administrator – At the senior level two to four years of experience at the entry level is required.

Principal Database Administrator – At the principal level, incumbents are expected to be fully independent and responsible for large, complex databases and have four to six years of applicable experience.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

Knowledge of: Effective project management methods; principles of data processing and computer science; principles and techniques of complex database administration including programming and systems analysis; operational characteristics of data processing equipment and peripherals; methods and procedures of computer software design, development, and maintenance; applicable programming languages; report preparation, research methods, and statistical principles; systems and services within a governmental entity.

Ability to: Coordinate and participate in systems analysis, design, and programming; coordinate, manage, and review the work of a diverse group of assigned project team members; analyze data and develop logical solutions to complex programming problems; accurately identify and evaluate client software needs and requirements; develop and deliver clear and concise reports for intended audience; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; organize and prioritize own tasks as well as tasks of others.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in an office setting at computer terminals. Incumbents are expected to have the manual dexterity to manipulate keyboards and other computer hardware. Some telephone usage is involved in the work as much of the client contact is via phone. Incumbents must listen, speak, read and interpret information from written sources and on the computer. The incumbent may spend a significant amount of time retrieving information from the computer, requiring repetitive motions of the hand and wrist. The incumbent must have the ability to perform the following: requires walking, climbing stairs, bending, crouching, and lifting of objects up to 60 pounds. The incumbent must have the ability to carry a pager and/or a cell-phone as well as be on call on a 7/24 hour basis. The incumbent may be required to attend training that may involve air travel and hotel living accommodations up to several weeks a year.

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