



Career Service Authority

Database Administrator

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GENERAL STATEMENT OF CLASS DUTIES

Performs full performance professional information technology work analyzing information requirements, coordinating data collection, organizing data into usable databases, storing data for efficient access by systems analysts and programmers, keeping databases up-to-date, and establishing rules relating to the database security.

DISTINGUISHING CHARACTERISTICS

The Database Administrator is distinguished from the *Senior IT Developer*, which performs full performance level professional systems analysis and programming work designing, developing, maintaining, and enhancing software application programs, operating systems, and databases.

The Database Administrator is also distinguished from the *Senior IT Systems Analyst*, which performs full performance level professional work analyzing, refining, and documenting the business requirements of City department and agency customers included in the development, implementation and production of integrated technology software systems. The Senior IT System Analyst also serves as the end-to-end authoritative technical resource on the business requirements and information needs of customer departments and agencies in all phases of the application and system development life cycles.

Finally, the Database Administrator is distinguished from the *Senior IT Systems Administrator*, which performs full performance professional information technology work planning and coordinating the installation and configuration of operating system hardware and software and user application software; maintaining and repairing complex problems with system hardware and software; and modifying operating system hardware and software to increase performance and meet technical design requirements.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to

instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Plans and approves proposed database system storage, allocates current storage and capacity and installs server database upgrades.

Develops database-related application development standards covering database creation, software placement, storage, and auditing.

Works with application developers to guide and approve database objects and structures, modifies database to ensure compliance with standards, and tune application to optimize performance.

Develops database security standards compatible with efficient user operations and system security requirements.

Monitors database performance to optimize efficiency and ensure compliance with licensing agreements.

Plans and implements operating procedures for backup of database and recovery of database information.

Develops operating procedures for achieving operational data and ensures user and developer compliance.

Ensures integrity of database by backing out or rolling back transactions resulting from failure of a network component.

Acts as the technical liaison between database operations and vendor support.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Integrity/Honesty – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Self Management – Sets well defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Flexibility – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Technology Application – Uses machines, tools, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzed information and makes correct inferences or draws accurate conclusions.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self learning and development.

Creative Thinking – Uses imagination to develop insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Information Management – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Knowledge of the principles, procedures, and tools of data management, such as modeling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardization processes.

Knowledge of the uses of database management systems and software to control the organization, storage, retrieval, security, and integrity of data.

Knowledge of the principles, methods, and tools for automating, developing, implementing, or administering database systems.

Knowledge of computer languages and their applications to enable a system to perform specific functions.

Knowledge of data processing sufficient to be able to review program specifications, design programs, and write or modify code.

Knowledge of data processing systems analysis, including system design, sufficient to be able to maintain current systems and implement new systems.

Physical Demands:

Sitting: remaining in the normal seated position.

Lifting: raising or lowering an object from one level to another

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near acuity: ability to see clearly at 20 inches or less.

Repetitive motions: making frequent movements with a part of the body.

Working Environment:

Work is primarily performed in an office setting and frequently at other locations for meetings. Work involves pressure due to multiple calls and inquiries and is subject to interruption.

Education Requirement:

Bachelor degree in Computer Science, Information Systems, Business Administration, Mathematics or a directly related field.

Experience Requirement:

Three years of professional data processing experience, including two years as a team leader on a major database application development project.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Additional appropriate type and level of education may be substituted for the minimum experience requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 08/01/1998

ESTABLISHED BY: Don Braden

REVISED DATE: 11/15/2009

REVISED BY: Melissa Fisher

CLASS HISTORY: 2009: The class spec was updated and placed in the new format; competencies were added.