

DATABASE ADMINISTRATOR

DEFINITION

The Database Administrator (DBA) performs database administration for multiple enterprise-wide Database Management Systems (DBMS), including the design, implementation and maintenance of database and database applications in a network environment. Performs related duties as assigned.

CLASS CHARACTERISTICS

This is an advanced specialty area in the Programmer Analyst series. Positions at this level are distinguished from the Programmer Analyst 1 and 2 classes within the series by the level of responsibility assumed and from the Senior Programmer and Systems Analyst by the emphasis on database management. Positions in this class are often assigned responsibility for project coordination and data management projects. These individuals have an advanced level of knowledge, experience, and responsibility in the area of high-end database administration.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel and may receive functional and technical supervision from assigned professional personnel. May provide technical and functional supervision to assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Provides internal and external customer service.

Installs, configures and maintains database software and systems.

Performs information analysis, database design and data modeling using automated tools.

Designs, tests and implements database security measures consistent with the needs of the organization.

Designs, tests and implements a database backup strategy and disaster recovery plan.

Plans, organizes and produces technical documentation and procedures.

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Develops and provides requested reports to management.

Monitors and improves database performance.

Evaluates and recommends database management software.

Designs, codes, implements and maintains database tables, indexes, constraints, triggers and all other objects associated with the database(s) schema.

Develops data related requirements and participates in the development of Request-For-Proposal (RFP's).

Plans and coordinates projects.

Plans and recommends future technical directions and standards.

Evaluates vendor and third party application software and hardware for feasibility and cost benefit.

Performs database conversions.

Troubleshoots database problems.

Improves knowledge of industry standards and innovations in data technologies.

Provides technical support and training to staff and users.

MINIMUM QUALIFICATIONS

Knowledge of:

Team building concepts.

Customer service practices.

Information analysis and data modeling techniques.

Computer hardware, networking, and software technology.

Technical documentation procedures.

Computer operating systems.

Database management systems, techniques, and concepts.

Standard programming techniques.

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Application file and data base design.
Advanced troubleshooting procedures.
Application development environments as they relate to database management.
Application and database security concepts and techniques.
Principles of project coordination.
Structured Query Language (SQL) or object oriented database systems.
Database backup and recovery techniques and strategies.
Network operating system security concepts and the relationship to database security.

Ability to:

Perform advanced data analysis.
Establish and maintain effective working relationships.
Convey technical information simply and clearly, both verbally and in writing.
Improve technical skills.
Apply advanced technical writing methodologies and tools to develop policies, procedures and technical documents.
Understand organizational goals and objectives and perform assigned work to meet those goals and objectives.
Coordinate projects.
Work with users, technical staff and managers to implement and maintain a stable and efficient database environment.
Design, install and maintain database systems.
Troubleshoot complex database problems.
Write Structured Query Language (SQL) or object oriented procedures and reports.

Experience and Training:

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in computer science or a related field.

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Experience:

Requires a minimum of three years of experience administering enterprise-wide database management systems.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Security Clearance:

These positions may require a criminal background investigation and, as a condition of employment, security clearance to have and be able to maintain access to the Area Information Records System (AIRS) and/or the Law Enforcement Data Systems (LEDS).