

## **DATABASE ADMINISTRATOR**

### **DEFINITION**

The Database Administrator (DBA) performs database administration and maintenance for multiple enterprise-wide Database Management Systems (DBMS), including the monitoring, status reporting and documentation of database and database applications in a network environment. The DBA also performs monitoring and status reporting for application and database servers helping to insure the reliability and availability of data and server assets. Performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the full journey level class in the Database Administrator series. Positions at this level are distinguished from the Programmer Analyst 1 by their emphasis on the administration of databases and application servers, and from the Senior Database Administrator classes within the series by the lower level of responsibility assumed. Positions in this class are often assigned responsibility for monitoring and documenting databases and servers and performing intermediate level database administration at the direction of Senior Database Administrators.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Receives functional and technical direction 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, database design and data modeling using automated tools.
- Tests and implements database security measures consistent with the needs of the organization.
- Tests and implements a database backup strategy and disaster recovery plan.
- Plans, organizes and produces technical documentation and procedures.
- Develops and provides requested reports to management.
- Uses monitoring tools to report on database and server performance.
- Designs, codes, implements and maintains database tables, indexes, constraints, triggers and all other objects associated with the database(s) schema.
- Implements planned technical directions and standards.
- Participates in evaluating 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

- Customer service practices.
- Information analysis and data modeling techniques.
- Technical documentation procedures.
- Database management systems, techniques, and concepts.
- Standard programming techniques.
- Application file and data base design.
- Troubleshooting procedures.
- Application development environments as they relate to database management.
- Application and database security concepts and techniques.
- Structured Query Language (SQL) or object oriented database systems.
- Database backup and recovery techniques and strategies.

### Ability to

- Establish and maintain effective working relationships.
- Effectively contribute to projects as a member of a team.
- Convey technical information simply and clearly, both verbally and in writing.
- Improve technical skills.
- Understand organizational goals and objectives and perform assigned work to meet those goals and objectives.
- Apply technical writing methodologies and tools to develop and maintain procedures and technical documents.
- Work with users, technical staff and managers to implement and maintain a stable and efficient database environment.
- Install and maintain database systems.
- Troubleshoot 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 course work in computer science or a related field.

Experience

- Requires a minimum of two years of experience administering database management systems or two years of database related programming experience that demonstrates an increasing level of software systems expertise.
- An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements

- If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.
- Security Clearance - These positions 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).