JOB DESCRIPTION

DATABASE ADMINISTRATOR

Class Code: 7516

TITLE: Database Administrator
Grade 28

REPORTS TO: Director Technology

SUPERVISES: N/A

JOB FUNCTION: Design, implement and maintain the database structure; maintain the database dictionary, applications software and develop technical training; control data security and integrity; control the installation and maintenance of software.

DUTIES AND RESPONSIBILITIES:

- Design, develop, implement and maintain the database structure; maintain the database dictionary, logical file structure, passwords, and other database characteristics and applications software.

- Control data security and integrity of data files; control the installation and maintenance of software; develop database security mechanisms.

- Assist in the formulation of project objectives and systems development requirements.

- Control the relational database computer end-user administration.

- Provide technical guidance and assistance to project staff; develop technical training.

- Coordinate with systems analysts and programmers to assess the impact of various projects on computer operations and other areas of the District; confer with staff and district personnel on information systems processes, their feasibility, efficiency or problems.

- Coordinate with information systems management to determine and recommend present and future needs and objectives.

- Perform data imports and exports.

- Perform database changes and mass data updates as needed.
JOB DESCRIPTION

DATABASE ADMINISTRATOR

DUTIES AND RESPONSIBILITIES (CONT.):

- Perform other duties as assigned.
- Maintains regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operating systems and database concepts.
- Advanced principles of computer technology.
- Design and implementation principles and practices for database structures.
- Database dictionaries, applications software and data security and integrity procedures.
- Technical aspects of field of specialty.
- Policies and objectives of assigned program and activities.
- Data transfer between systems.

ABILITY TO:

- Design, implement and maintain the database structure.
- Maintain the database dictionary, applications software and develop technical training.
- Control data security and integrity; control the installation and maintenance of mainframe software.
- Develop database security mechanisms.
- Maintain the database dictionary, applications software.
- Assist in the formulation of project objectives and systems development requirements.
- Provide technical guidance and assistance to project staff; develop technical training.
- Analyze situations accurately and adopt an effective course of action.
- Maintain current knowledge of technological advances in the field.
- Plan and organize work.
- Work independently with little direction.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.
EDUCATION AND EXPERIENCE:

- Any combination equivalent to: associates degree in computer information science or a related field plus three years of progressive experience in programming and systems analysis.

LICENSES AND OTHER REQUIREMENTS: