DATABASE ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. Participate in the physical design and creation of the physical data structures and is responsible for their integrity and efficiency. Coordinates data base design and development activities among application programmers, business analysts, systems programmers, and data center operations. Is conversant with data structures, communications systems characteristics and protocols, and has a working knowledge of related tools and techniques. Should be able to evaluate technical trade-off's for a particular environment and present such to management. Provides technical database training and support to Information Technology Division (ITD) staff.

Supervision Received and Exercised:

Receives direction from the Deputy ITD Manager and other management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

When assigned to Data Base Design/Redesign

- Evaluates application technical needs; selects appropriate Data Base Management system (DBMS) software.

- Designs and develops storage structures, mapping and search strategies, and access methods.

- Designs and develops support software for creating, maintaining, and reorganizing the database.

- Carries out redesign and restructuring activities as needed.

- Proposes technical standards, design rules, and conventions for databases.

- Identifies and implements software tools to aid in data access.

When assigned to Data Base Creation

- Install and patch database software.

- Specifies, designs, and develops data extract and load software.

- Performs database loading, testing, and validation.

- Implements data definitions.

- Implements and maintains data dictionary/directory and other database support software.

When assigned to Data Base Security/Integrity

- Installs and maintains tools needed to guard against unauthorized access to the data base and unauthorized update, copying, removal, or destruction on any part of the data base.

- Installs and maintains tools needed to ensure the correctness and accuracy of the data.

When assigned to Data Base Performance Monitoring and Evaluation

- Reviews, tests and evaluates the performance of activity against physical data structures.

- Initiates system improvements when indicated.

- Assesses the impact of change.

- Maintains awareness of the state of the art.

- Recommends data base redefinition, redesign, and restructuring when indicated.

- Implements restarts, recovery, and backup procedures.

When assigned to Selection and Procurement

- Evaluates recommends, installs, and supports appropriate hardware and software related to data base administration and distributed data base/data processing.

Minimum Qualifications:

Experience:

Effective June 1995
Revised May 1999
Revised August 2005
Revised Nov 2010 (Removed driver's license requirement)

Three years of professional level information technology experience, including one year as a systems programmer or programmer analyst.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Information Technology or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 408

Status: Exempt / Classified