

LINN COUNTY CLASSIFICATION

TITLE: DATABASE ADMINISTRATOR
NUMBER: 084
PAY RANGE: 21
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2011-343
DATE: August 31, 2011

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manages County database systems. Designs, documents, installs, monitors and maintains the production databases ensuring secure, reliable information technology operations; also maintains and monitors database servers. Responsibilities include developing, recommending, implementing, and overseeing database policies and procedures to ensure the integrity and availability of database management systems. Some software development may also be required.

SUPERVISION RECEIVED: Works under the supervision of the Information Technology Director who assigns duties and evaluates performance.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this classification. May assist in the orientation and training of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Manage database management systems to ensure high levels of data availability and integrity. Ensure high levels of database security. Develop and implement backup and recovery strategies.
2. Install database software upgrades and patches, manage hardware upgrades and monitor and maintain computer servers for optimum performance and to ensure capacity is not exceeded.
3. Use expertise in one or more programming languages to perform database maintenance, for importing or exporting data, modifying data and creating reports.
4. Evaluate new tools and technologies, analyzing user needs and presenting findings to management.
5. Support County production databases to maximize efficient operation, security and reliability. Learn the native languages or scripts associated with each database platform as needed for that support.
6. Assist other IT staff in integrating network and database activities to maximize performance, reliability and security for County offices and departments.
7. Work with County offices or departments to analyze requirements for new software systems and then develop (if required), install, manage, document, and test these systems. Train end users on the use of new and modified software systems.

8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of relational database systems and SQL query language. Considerable knowledge of computer programming techniques. Considerable knowledge of systems analysis and software design principles, practices, and methods. Considerable knowledge of the application of computer technology to the solution of County business problems. Considerable knowledge of at least one major programming language in common use. Considerable knowledge of personal computers, graphical user interfaces, and desktop software. Familiarity with the functions and operations of County government.

Ability to work with department heads and elected officials to determine their software requirements. Ability to develop computer software systems to satisfy the requirements of County business using current technologies. Ability to work with minimal supervision. Ability to learn and adapt to current and changing technologies. Ability to communicate effectively, both orally and in writing, with technical and non-technical staff. Ability to establish and maintain a harmonious working relationship with elected officials, County department heads and other County employees.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelors Degree in a computer related discipline from an accredited institution and three years experience as a database designer/information systems analyst, database manager or database administrator; formal and/or informal training in Database Management Systems (DBMS) administration and maintenance, database design, analysis and management preferred; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.