DATABASE ADMINISTRATOR

PURPOSE AND NATURE OF WORK

Position is responsible for the management and administration of several large databases. The incumbent of this position determines the most efficient means of data representation, sets standards for defining data, and maintains security and backup of databases. Work is performed independently under the general supervision of the Information Services and Technology Manager or the Network Engineering and Operations Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK   (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Imports, compiles, loads, and exports data. Defines and tests data structures and logical data views. Monitors database performance. Establishes and maintains a data dictionary. Develops written standards for database design and security. Designs and sets up new databases and writes programs to help users to access data. Determines users' needs to access fields and sets up appropriate permissions. Establishes procedures to maintain integrity of data items. Prepares activity and progress reports of database use and finds ways to improve efficiency of the system. Works with vendors and data processing staff to solve technical problems. Provides training in the use of databases to data processing staff and users. Installs and configures any upgrades or modifications involving applicable servers, software, OS, etc. Stays current on industry trends related to databases; may make recommendations on such to management.
Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of database concepts.
Knowledge of relevant programming languages.
Knowledge of system software and hardware.
Ability to identify and solve technical problems quickly and efficiently.
Ability to establish effective working relationships and communicate effectively with vendors and other employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college with major course work in computer science or related field and considerable data processing experience including experience in database concepts or database programming; or any equivalent combination of training and experience.