

DATABASE ADMINISTRATOR

DISTINGUISHING FEATURES OF A CLASS: This is a technical professional level position and involves responsibility for the designing, programming, upgrading and customizing databases and queries to meet various user needs. Duties also include evaluating complex data storage, access and use requirements for established and requested computer applications, then designs, maintains and monitors appropriate database structures to meet these needs. Work is performed under the general supervision of a higher ranking professional staff employee. The incumbent exercises no supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs and coordinates the implementation of databases suitable for individual applications using all data structures in a multi-activity environment;

Programs and customizes various databases and designs advanced queries to meet the needs of users;

Monitors databases for usage, response, breach of privacy and potential restructuring;

Manages mass information storage resources by determining the physical placement for all data records incorporated into the database;

Assigns data names in a manner that assures uniqueness and participates in insuring the security of data and access codes;

Audits database usage to insure compliance with established standards;

Provides back-up and recovery procedures of data;

Reorganizes and/or restructures the database to accommodate physical or logical changes;

Makes changes as necessary to elements existing in the database;

Reviews both new systems and proposed or requested changes to existing applications which may affect the established database and makes recommendations for change or modification;

Provides training to users on various software applications and capabilities;

Supports users in maximizing the use and capability of the various information systems in order to collect, manage and report data;

Designs and implements a data warehouse system to extract, transform and analyze data from disparate information systems and to provide backup storage and archival capabilities;

Maintains liaison with administrators in order to determine and help develop information needs and resolve problems;

Maintains documentation and develops comprehensive reports and diagrams relative to data management and information management systems;

Keeps abreast of changing technology and software;

Performs related technical and administrative functions to insure responsive and effective data support.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of database management systems, structures and techniques; thorough knowledge of database applications for microcomputers including but not limited to Microsoft Access and Excel, Visual Basic, SQL and all versions of Windows in a work station, end user environment; thorough knowledge of the principles, practices and procedures of systems and applications programming; good knowledge of the current literature, sources of information and technological developments in the field of database management; ability to analyze the database requirements of a variety of computer applications and to design appropriate relational database structures; ability to develop documentation and prepare comprehensive reports and diagrams relative to data

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management; ability to program, upgrade and customize databases to user defined needs; ability to design advanced queries for the purpose of user defined reporting requirements and to generate reports from various databases; ability to organize, manage and complete projects related to database management; ability to communicate effectively with instructional, administrative, technical and support staff and in providing user training and support; ability to handle multiple tasks and set responsive work priorities; ability to analyze problems in a logical and systematic manner.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Computer Science or related computer curriculum and three (3) years of work experience in database programming which involved hands-on application and development of computer database programs as a major function* of the work; or
2. An Associate's degree that included or was supplemented by thirty (30) college credit hours in computer science or related curriculum and five (5) years of work experience in database programming which involved hands-on application and development of computer database programs as a major function* of the work.

*Major function of the work shall mean more than 50%.