

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 12, 2018

DATABASE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for designing, developing and administering databases for a variety of municipal operations. The incumbent evaluates data storage needs and designs and creates tables, queries and reports to store and retrieve information, and recommends and implements information technology related plans and policies. The incumbent also provides user support services, operates a server, personal computer, laptop and/or other related devices, manages computer projects and oversees a computer center. The work is performed under the supervision of the Director of Information Technology. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains and optimizes databases in support of various municipal, enterprise, and department software;
2. Meets with computer users and/or department heads to determine information storage and retrieval needs and designs databases to meet these needs;
3. Utilizes a variety of database software to develop databases, customize and develop advanced queries, write reports, and program;
4. Coordinates database use for multiple municipal departments;
5. Maintains database security including assigning data names, auditing usage and monitoring for breaches of security;
6. Schedules and/or implements software and/or hardware updates;
7. Works independently or collaborates with the information technology team and/or with vendor to troubleshoot and correct database issues;
8. Manages mass information storage resources by determining the physical placement for all data records incorporated into the database;
9. Backs up data on a daily basis and recovers data as necessary;
10. Reorganizes and/or restructures the database to accommodate physical or logical changes; makes changes as necessary to elements existing in the database;
11. Recommends information technology policies to the Director of Information Technology, implements established policies and develops short and long range plans related to the work performed;
12. Performs computer programming and systems analysis tasks as they relate to database administration;
13. Provides computer user support services including meeting with users to determine their training needs and planning and implementing the appropriate training, providing first-line diagnostic support for software and basic hardware issues and referring more complicated hardware and connectivity issues to the appropriate employee;
14. Operates a server, personal computer, laptop and/or other related devices, utilizing a variety of productivity software, such as, but not limited to, word processor, spread sheet and database software;
15. Manages information technology projects by meeting with computer users to analyze businesses processes, ascertain project scopes, providing technical guidance and assistance, preparing project schedules, and monitoring progress and serving as a liaison with outside vendors;
16. Plans, organizes and controls the activities of a computer center by planning, directing and coordinating the delivery of computer services; developing information technology methods, procedures, standards and controls, resolving operational problems, and providing administrative and technical assistance to subordinate computer center staff;
17. Creates and maintains a variety of records and reports relative to the work performed; research emerging technology.

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DATABASE ADMINISTRATOR CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods used in designing, developing and administering database systems; thorough knowledge of modern database software; good knowledge of modern methods of computer programming; working knowledge of the goals and objectives of municipal departments; working knowledge of modern training methods; working knowledge of project management; skill in operating a micro-computer keyboard; ability to plan, develop and administer databases; ability to train others; ability to manage information technology projects; ability to understand and interpret complex oral instructions and/or written directions; ability to analyze and organize data and prepare records and reports; ability to perform close, detail work involving considerable visual effort and concentration; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Five (5) years of permanent competitive status as an Assistant Network Administrator in the Niagara County Information Technology Department.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher in data processing, information technology, computer information systems, or closely related field and two (2) years of full-time paid experience in database administration which must have included the design, creation, optimization, maintenance, and troubleshooting of relational databases, queries, and programming in a client/server environment; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in data processing, information technology, computer information systems, or closely related field and four (4) years of full-time paid experience in database administration which must have included the design, creation, optimization, maintenance, and troubleshooting of relational databases, queries, and programming in a client/server environment