

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 29, 2011

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 mainframe and minicomputer, 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. Meets with computer users and/or department heads to determine information storage and retrieval needs and designs databases to meet these needs;
2. Utilizes a variety of database software to develop databases including customizing and developing advanced queries and/or reports;
3. Coordinates database use for multiple municipal departments;
4. Maintains database security including assigning data names, auditing usage and monitoring for breaches of security;
5. Manages mass information storage resources by determining the physical placement for all data records incorporated into the database;
6. Backs up data on a daily basis and recovers lost data as necessary;
7. Reorganizes and/or restructures the database to accommodate physical or logical changes; makes changes as necessary to elements existing in the database;
8. 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;
9. 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;
10. Operates a mainframe and/or a minicomputer utilizing a variety of word process, spread sheet and database software;
11. 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;
12. 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;
13. Creates and maintains a variety of records and reports relative to the work performed.

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.

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DATABASE ADMINISTRATOR CONTINUED

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Five (5) years of permanent competitive status as a Senior Computer Programmer in the Niagara County Information Technology Department.

MINIMUM QUALIFICATIONS: Either:

- (A) 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 or higher in data processing, information technology, computer information systems, or closely related field and three (3) years of experience in data management which must have included the design of relational databases and queries with software for microcomputer application; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of the experience indicated in (A); or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTES:

1. Successful completion of a course of study or certification offered by a technical training institute, vendor sponsored or a corporate training program may be substituted for the 12 semester credit hours; or for one (1) year of appropriate experience, if the following conditions are met:
 - a) The course of training involves learning the fundamental aspects of database design, maintenance and administration, or a similar course with technical emphasis.
 - b) The candidate provides an official description of the coursework and evidence that it was successfully completed.
 - c) Coursework in the use of specific programs such as WORD, EXCEL or ACCESS and data entry is not acceptable.
2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.