DATABASE ADMINISTRATOR

Approved By HR Director: *[signature]*	**Reports to:** Information Technology Director
Date Approved:	**Supervises:** N/A
Date of Last Revision: _12 / 16 / 03_	Conflict of Interest Code Filer: No

JOB SUMMARY: Under general supervision, designs, develops, tests, implements, and maintains a variety of database systems and provides application analysis and support; plans, coordinates, and implements security measures to safeguard databases and other computer systems; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Designs, installs and tunes Oracle and other City databases for a variety of different applications including PeopleSoft financial, human resources, public safety, fleet management, code enforcement and others.
2. Develops and implements policies and procedures for ensuring the security and integrity of City databases.
3. Provides testing and development environments and coordination for newly created databases.
4. Works with the applications systems staff to analyze application database requirements and resolve software problems.
5. Analyzes and resolves problems including poor system performance, missing data, and security issues.
6. Reviews database design to determine hardware requirements.
7. Develops plans for the migration and conversion from one application system to another.
8. Develops and enforces database standards throughout the organization.
9. Ensures that database backups are performed on a regular basis, including periodically performing special backups and restoration.
10. Applies and tests patches and fixes; assists users with testing.
11. Supports and resolves problems involving the Microsoft SQL server and other systems, including Fire Management System, Tiburon CAD/RMS system, Development/Permitting systems, GIS systems, and the CIS/Revenue system.
12. Supports and synchronizes handheld personal digital assistant (PDA) devices; ensures PDA data integrity and security.
13. Maintains documentation regarding database upgrades, customizations, and patches and fixes.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: Bachelor's degree from an accredited college or university with major work in computer science, information technology, or a closely related field.

EXPERIENCE: Five years progressively responsible experience in computer programming and systems analysis including two years of Oracle and/or relevant database administration.

KNOWLEDGE OF:
- Orcale and/or relevant database development and administration.
- Installation, design, creation, documentation, maintenance, and upgrade of Oracle and/or relevant databases.
- Data warehouse design and support.
- Systems performance tuning (database and application) and troubleshooting.
- MS SQL Server or relevant server administration.
- Administration of large, complex, multi-platform systems.
- PDA system support.
- Database configuration and administrative tools.
- SQR, PepleSoft Query, nVision, Crystal Reports, PeopleTools, PeopleSoft Security, PeopleSoft Workflow, Application Designer, Application Messaging, Application Engine, PeopleCode, SQL, and Unix.

ABILITY TO:
- Analyze technical problems, evaluate alternatives, and make sound recommendations.
- Develop and implement policies and procedures.
- Plan, organize, coordinate, and complete projects and tasks within assigned timelines.
- Work independently and proactively in production and development environments.
- Communicate effectively both orally and in writing with co-workers, supervisors, management, the public, and other department representatives.

LICENSES:

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:
- Oracle certifications.
- PeopleSoft certifications.
- Project lead experience.

FLSA Exemption Status: Exempt
Employee Unit: Confidential Employees
DOT Program Participant: No
Job Family: Information Technology
Career Progression: Database Specialist
                          Database Administrator