



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

DATABASE ADMINISTRATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To provide highly technical support in designing, developing, documenting and maintaining the District's database systems; to create database structures that consolidate the conceptual, logical and physical models of data stored by the District; to improve the quality, accuracy and integrity of information and shared data resources; and to perform a variety of highly technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Information Systems Unit Manager.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Perform highly technical duties in support of the District's database systems; design, develop, document and maintain the District's database systems; design and maintain data stores and libraries.
2. Perform database administration duties; provide support to programming staff in planning, designing and implementing application databases; maintain database security and user access; design, create and maintain physical objects including tables, files,

libraries and indexes to support computer applications using database management systems; monitor database performance and troubleshoot problems; monitor and maintain space allocation for databases and files.

3. Serve as project manager on assigned database development projects; evaluate and assess client needs; identify and allocate resources including staff, equipment and materials; set project priorities; monitor project performance and compliance with District standards; ensure quality and timeliness of work performed.
4. Install and maintain software for standard database management systems; establish procedures for database operation, control and recovery.
5. Monitor database performance and fine tune for high availability; respond to system problems that may affect the database.
6. Create and implement database fields that have standard names and formats, database records that have standard names, formats and access strategies and database files that relate with other database files; implement operational policies to support shared data item access and modification rights.
7. Recommend standards and preferred methodologies for use of the District's database management system environment and associated application developments.
8. Develop and implement policies and procedures related to database availability, security; recovery and related services; ensure implementation of operational practices in support of these policies and procedures; adjust as required.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of data network operations.
10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of a variety of database systems.
Principles and practices of database design and administration.
Database management systems, tools and utilities.
Concepts and principles of database technology.
A variety of programming languages.

Principles and practices of project management.
Methods and techniques of maintaining database security.
Methods and techniques of evaluating database models.
Methods and techniques of developing technical documentation for database systems.
Principles and practices of database administration.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Develop and modify database models based on District needs.
Evaluate District database needs and apply technical principles and concepts to develop business solutions.
Identify applications functionality through systems analysis.
Perform various database administration functions.
Develop standards and methodologies for use of the District's database.
Serve as project manager on assigned database development projects.
Troubleshoot and resolve operational problems.
Prepare clear and concise technical reports and documentation.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three years of increasingly responsible database administration experience.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in computer science, information systems or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

WORKING CONDITIONS**Environmental Conditions**

Office environment; exposure to computer screens.

Physical Conditions

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.