

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Sr Database Administrator</b>	<b>CLASS CODE:</b>	<b>285</b>
<b>REPORTS TO:</b>	<b>Info Technology Manager</b>	<b>GRADE:</b>	<b>33</b>
<b>DEPARTMENT:</b>	<b>Information Technology</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB DESCRIPTION DATE:</b>	<b>March 23, 2011 lwk</b>		

### **JOB SUMMARY**

Under general direction, responsible for leading and participating in activities related to city-wide data planning and development and the establishment of policies and procedures pertaining to data management, data security, data maintenance, and data utilization. Establish, monitor and maintain database standards. Advises management on database concepts, functional capabilities, database performance improvement and data utilization. Provides expert level knowledge, skills and experience to other Database Administrators.

### **ESSENTIAL FUNCTIONS**

1. Works in conjunction with Information Technology Manager(s) to devise strategic and tactical solutions required to meet overall business objectives.
2. Recommends technology solutions considering a number of factors including budget, business need, internal capabilities, and strategic direction.
3. Acts as lead or senior level Database Administrator. Assigns tasks and provides direction to other Database Administrators and may contribute to or participate in performance evaluations process of other staff Database Administrators.
4. Evaluates, implements and makes recommendations regarding new features of the database product and tools; schedules and performs database upgrades.
5. Performs database analysis and manages changes to database design and operation.
6. Recommends appropriate physical partition size of disk subsystems related to data storage.
7. Designs and implements database indexes, triggers and other essential database functionality.
8. Defines application program interfaces to the database as appropriate.
9. Identifies data available for use for specific or general access.
10. Interface with users, consultants, technical teams and vendors for maximum guidance in determining the most appropriate selection, installation and configuration of database technologies for meeting business needs.
11. Monitors applications systems performance and recommends methods for improving efficiency through database and application design; investigates, analyzes and reviews user performance issues.
12. Develops documentation, checklists and processes for communicating appropriate support information to the city staff. Provides training as appropriate.
13. Insures code changes and modifications are managed using a documented change request system.
14. Provides technical support city-wide and within other departments as required.
15. Evaluates, and implements solutions to complex problems using the appropriate application access and database tools.
16. Consults with department teams to develop application installation and maintenance procedures to assure database standards and practices are maintained.
17. Maintains security and integrity controls of the database software tools and the database.
18. Establishes procedures for loading database software; backup and recovery of the database; stopping and restarting the database.
19. Develops project schedules, prioritize tasks, meet project schedule requirements.
20. Provide on call support during non-business hours.

21. Perform other duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES**

#### **Knowledge of:**

Relational database design, database tuning

SQL scripting

Storage devices and technologies including RAID, SAN and tape backup

Data Marts, Data Warehouse, GIS

Internet/intranet, Novell, NT, Unix, Oracle, specific theory, practice and operating systems

Systems analysis and design

#### **Ability to:**

Work independently managing multiple assigned priorities and tasks maintaining project schedules and deliverables

Maintains a high level of current knowledge regarding systems, technology, and communications

See the big picture; envision technology solutions for tactical and strategic objectives

Ability to work effectively with users, technical personnel and consultants to achieve stated objectives

Conduct research, evaluate user needs and system capability, design appropriate plans and programs and complex system analysis and integration

Communicate effectively both verbally and in writing

Identify root cause and develop effective solutions

Continually learn and demonstrate new skills via hands on training, classroom training and self-study learning methods

### **WORKING CONDITIONS**

Office setting. The risks of exposure to electrical hazards can be substantially controlled by following safe handling practices when installing and upgrading equipment.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Computer Science, Engineering or related field and eight years experience designing and supporting databases and applications. Industry recognized database certification. Examples include but not limited to Oracle, Microsoft or enterprise class database product.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

### **SPECIAL REQUIREMENTS**

Valid Arizona Driver's license

Ability to work shifts, weekends and holidays as required