

CITY OF GLENDALE

TITLE:	Database Administrator	CLASS CODE:	284IS
REPORTS TO:	IT Manager	GRADE:	32
DEPARTMENT:	Information Technology	FLSA:	E
JOB DESCRIPTION DATE:	July 1, 2005 bwg		

JOB SUMMARY:

Directs and controls the activities related to 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.

ESSENTIAL FUNCTIONS:

1. Evaluates, implements and makes recommendations regarding new features of the database product and tools; schedules and performs database upgrades.
2. Performs database analysis and manages changes to database design and operation.
3. Recommends appropriate physical partition size of disk subsystems related to data storage.
4. Designs and implements database indexes, triggers and other essential database functionality.
5. Defines application program interfaces to the database as appropriate.
6. Identifies data available for use for specific or general access.
7. Interface with users, consultants, technical teams and vendors for maximum guidance in determining the most appropriate selection, installation and configuration of database technologies.
8. Monitors applications systems performance and recommends methods for improving efficiency through database and application design; investigates, analyzes and reviews user performance issues.
9. Develops documentation, checklists and processes for communicating support information as appropriate. Provides technical support to the Helpdesk.
10. Insures code changes and modifications are managed using a documented change request system.
11. Provides technical support within Information Technology and other departments as required.
12. Evaluates, and implements solutions to complex problems using the appropriate application access and database tools.
13. Consults with Information Technology teams to develop application installation and maintenance procedures to assure database standards and practices are maintained.
14. Maintains security and integrity controls of the database software tools and the database.
15. Establishes procedures for loading database software; backup and recovery of the database; stopping and restarting the database.
16. Develops project schedules, prioritize tasks, meet project schedule requirements.
17. Provide on call support during non-business hours.

SECONDARY FUNCTIONS:

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

- Ability to work effectively with users, technical personnel and consultants to achieve stated objectives.
- Conduct research, evaluate user needs and system capability, and design appropriate plans and programs.
- Work on concurrent projects
- Communicate effectively both verbally and in writing.
- Identify root cause and develop effective solutions.
- Conduct research and complex systems analysis and integration.
- Continually learn and demonstrate new skills via hands on training, classroom training and self-study.

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 five 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, which provides the required knowledge, skills, and ability may qualify.

SPECIAL REQUIREMENTS:

- Ability to work overtime, shifts, weekends and holidays as required.
- Valid Arizona drivers license