



CLASS SPECIFICATION FOR:

## IT Database Administrator I

### General Statement of Duties:

Performs basic database administration functions; analyzes, plans, installs, tests, implements, maintains, tunes and manages assigned COTS database products and provides first-line help desk support; ensures database interfaces' proper data communications; performs related work as required.

### Distinguishing Features of Class:

An employee in this job classification works in the County's centralized IT Department and provides basic technical help and support to end users of IT Department supported COTS databases; performs basic database administration functions; provides basic database support; and assists with County-developed database application systems. Non-routine issues are referred to more senior Database Administrators or IT Manager for assistance or to handle as needed. Work is performed under the direction of the IT Manager.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Provides basic database support and troubleshooting tasks including production-related work, such as full-development life-cycle support for database applications monitoring and tuning production performance, creating and defining database files, and making capacity estimates in development and production systems;
- Provides basic database support including database utilities, SQL report writing, assisting in database migrations from development to acceptance to training, assisting in query development, and providing first-line help desk support;
- Ensures database interfaces' proper data communications;
- Analyzes, plans, installs, tests, implements, maintains, tunes and manages assigned COTS database products to optimize operational efficiencies and minimize downtime;
- Creates simple scripts;
- Implements required database security;
- Assists in the design, development, implementation, and maintenance of County-developed database application systems;
- Assists in researching troubleshooting and debugging performance problems and new releases;
- Assists with database administration functions such as sizing databases, creating network and SLQ schemas, subschemas, views and DMCL, reviewing system and program design specifications, assisting in error debugging and program performance;
- Performs assigned duties in developmental and production environments;
- Creates and maintains accurate documentation, paper and electronic records including current work order system;
- Maintains a current working knowledge of database development, management and optimization as well as related hardware, software and peripherals used by the County;
- Attends all scheduled training and meetings;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Requires basic knowledge of database development, management and optimization theory and practice; requires basic skills in database design, development, testing, implementation and maintenance requires basic working knowledge of database utilities, scripting, querying, report writing, related tools and SQL, data migration, and related interfaces basic database design, development, testing, implementation and maintenance skills; basic troubleshooting and diagnostic skills; relational database concepts; basic working knowledge and understanding of County's operational needs and end-users' needs related to assigned databases, interfaces, related utilities, tools and reports; strong computer skills with good problem solving/troubleshooting skills and the demonstrated ability to synthesize data provided by end users, identify technical issues, identify and implement appropriate resolution to solve a variety of technical issues; excellent interpersonal and communication skills with the ability to communicate technical information to non-technical audiences in user friendly language; ability to express ideas clearly and concisely, orally and in writing; ability to



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create and maintain accurate technical documentation; excellent interpersonal and communication skills with the ability to partner effectively and establish and maintain a good working relationship with IT staff and County staff; strong computer skills with ability to proficiently use computer and typical business software and applications as well as related peripherals and wireless devices; physical condition that permits the activities necessary in and inherent to the assigned duties such as manual dexterity; personal accountability including teamwork and establishing and maintaining positive relationships with IT staff and department staff Countywide; ability to work independently and recognize when to elevate issues for guidance or resolution; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and IT Department with end users in various department Countywide. May occasionally require ability to work a flexible schedule or work at various locations Countywide as needed.

### Minimum Education and Experience:

Education: Graduation from high school/GED including completion of some relevant coursework at the college level;

Experience: Two (2) years of relevant work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to provide support at various locations Countywide.