



CLASS SPECIFICATION FOR:

IT Database Administrator II

General Statement of Duties:

Performs basic and more complex database administration functions for multiple databases systems on various platforms; assists in error debugging and program performance; identifies and resolves issues affecting database performance; performs related work as required.

Distinguishing Features of Class:

An employee in this job classification works in the County's centralized IT Department and performs basic and more complex database administration and support functions for multiple databases systems on various platforms for the full database lifecycle; designs, develops, tests, implements and maintains interfaces between County and non-County systems; and performs more complex troubleshooting, including issue resolution. Handles routine issues independently; complex issues are handled with guidance and supervision. 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):*

- Proficiently performs all the tasks, duties and responsibilities of the IT Database Administrator I level as assigned;
- Performs all basic and more complex 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;
- Designs, develops, tests, implements and maintains interfaces for information exchange, including between County and non-County systems;
- Writes and runs queries and reports to extract/retrieve data used for analysis, statistics, reports, and investigations;
- Supports procurement users in accessing and retrieving data on-line or through batch processing – creates job control language for batch processing;
- Identifies and resolves issues affecting database performance including assisting with error debugging and program performance;
- Maintains a stable and accessible computer environment for database users and applications developers;
- Administers various County-developed and COTS databases for efficient and cost-effective storage and retrieval of information, including backup and recovery;
- Administers security policy to ensure secured access;
- Performs assigned duties in developmental and production environments for multiple databases systems on various platforms;
- Creates and maintains accurate documentation, paper and electronic records including current work order system;
- Maintains a current in-depth working knowledge of database development, management and optimization as well as relevant applications, interfaces, technologies and tools used by the County;
- Attends all scheduled training and meetings;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Requires strong working knowledge of full lifecycle database development, management and optimization theory and practice; requires sound skills in database design, development, testing, implementation and maintenance; requires strong 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; strong working knowledge with ability to design, develop, test, implement and maintain interfaces between County and non-County systems; basic troubleshooting and diagnostic skills; relational database concepts; sound 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



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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 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: Two-year degree in relevant IT field of study

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.