County of
Henrico
Virginia

Human Resources Department
PO Box 90775
Henrico, VA 23273-0775
804-501-4628
FAX 804-501-5287

CLASS SPECIFICATION FOR:

IT Database Administrator III

General Statement of Duties:

Performs complex database administration functions for multiple databases systems on various platforms; provides full-development life-cycle support for database applications testing, development; creates complex scripts and interfaces; handles special projects as assigned; 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 complex database administration and support functions for multiple databases systems on different technical 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 complex issues with minimal oversight. 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 preforms all the tasks, duties and responsibilities of the IT Database Administrator I and II levels as assigned;
- Performs complex database management: plans, installs, monitors, back-up/recovery, database problem resolution, data access, integrity and security of the various database systems, on different technical platforms;
- Provides full-development life-cycle support for database applications testing, development, monitoring and tuning production performance;
- Troubleshoots client/server and database problems, identifies solutions and implements approved solution;
- Creates complex scripts;
- Codes and maintains stored table procedures to improve database retrieval and updates;
- Performs data dictionary administrator functions;
- Handles special projects independently and may lead project teams;
- Participates in disaster planning to ensure that system redundancy and backup/recovery procedures will ensure continuity of operations;
- 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 comprehensive 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 advanced working knowledge of full lifecycle database development, management and optimization theory and practice; requires advanced skills in database design, development, testing, implementation and maintenance; requires advanced 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 on different technical platforms; advanced troubleshooting and diagnostic skills; advanced working knowledge of relational database concepts; thorough working knowledge and understanding of County's operational needs and end-users' needs related to a ssigned 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; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure; 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;

G.B.F.0066
Career Code:
Date of Last Revision: 1-Jun-2016

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.

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sound project management skills sufficient to manage assigned project and related resources to completion; 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; ability to multitask and effectively manage competing priorities and make sound decisions; 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: Four-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.

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