



CLASS SPECIFICATION FOR:

IT Database Administrator Senior

General Statement of Duties:

Performs complex database development and management of County-developed database applications for specialized agency needs; installs, tests, implements, and maintains database management systems and related products operating multiple versions on multiple hardware platforms; handles special projects of all sizes and degrees of complexity from concept to completion; 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 complex interfaces between County and non-County systems; and performs complex troubleshooting and 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 performs all the tasks, duties and responsibilities of the IT Database Administrator I, II and III levels as assigned;
- Develops and manages County-developed database applications for specialized agency needs;
- Develops and troubleshoots complex database systems; documents procedures; and, researches, analyzes and develops solutions to complex procedural and operational problems;
- Installs, tests, implements, and maintains database management systems and related products operating multiple versions on multiple hardware platforms;
- Provides lead technical support for all database applications in development and production;
- Recommends efficiencies, simplifications and improved business processes;
- Reviews systems to ensure policies, standards, and procedures are in place to produce proper integrity, security, and performance;
- Manages special projects of all sizes and degrees of complexity from concept to completion;
- Leads project teams;
- Serves as IT Manager during absences;
- 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 comprehensive 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; advanced 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; comprehensive working knowledge of relational database concepts; comprehensive 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; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to



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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; basic supervisory skills including the ability to train, coach and mentor as well as foster and maintain high morale and engagement; 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: Four (4) 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.