



NEW:

04/21/2014

JOB TITLE:	DATABASE ADMINISTRATOR
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8542
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Designs, installs, monitors, and maintains performance tune production databases while ensuring high levels of data availability. Develops, implements, and oversees database policies and procedures to ensure the integrity and availability of databases and their accompanying software. Strategically designs and implements data warehouses, data marts, and data stores, while ensuring high levels of data availability. Defines data standards and models for warehouse architectures and employs established internal standards to design data structures that support data-driven decision making.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assesses and develops long-term strategic goals for production databases and data warehouse in conjunction with data owners and district managers, and provides data warehouse issue identification and resolution services including but not limited to performance issues, inefficiencies and gaps, data quality issues, access and security issues.

Works with and mentors application development staff to develop database and data warehouse architectures, coding standards, and quality assurance policies and procedures, business intelligence dashboards, and established internal standards and policies as well as leverages solutions to insure the data warehouse operations are automated, reliable, data is consistent and the architecture supports both simple and sophisticated data analysis using standardized tools

Installs and configures relevant network components to ensure secure database access as well as database consistency and integrity, and monitors database system details within the database, including stored procedures and execution time, and implements efficiency improvements

Plans and coordinates data migrations between systems, develops, implements, and maintains change control and testing processes for modifications to databases; designs and implements redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets

Evaluates, recommends, selects, and implements data warehouse components including database management systems, ETL (extract, transform and load) software, data mining tools, metadata management tools; and monitors system details within the data warehouse, including stored procedures, dimensions and cubes, and implements efficiency improvements, and assists in troubleshooting and designing transactional database systems

Leads multiple concurrent projects, supervises staff where needed, and utilizes effective time management, planning, and people skills to liaise with developers, other team members, and customers to insure timely delivery of projects and to provide timely status update to all project stakeholders

Provides excellent and timely customer service by utilizing polite business communications, fulfilling requests on time, and satisfying ad-hoc requests and employs proactive measures to resolve project problems and implements the same throughout the team

Researches emerging database technologies and/or methodologies and implements processes for improving efficiency and reducing costs

Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related technical skills updated

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's degree in related field

Five (5) years experience with designing, building, installing, configuring and supporting enterprise database servers and data warehouses

In-depth knowledge of relational and dimensional data modeling, database structures, theories, principles, and practices as well as broad hands-on knowledge of data warehouse and business intelligence strategies to meet enterprise data mining, analysis, a

A current, relevant, and industry-recognized certification, or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's degree with computer specialization

Experience in building decision support systems including but not limited to balanced scorecards, dashboards, data mining models, multi-dimensional expressions (MDX) and troubleshooting transactional database performance issues

Supervisory experience