

Code: 4224

Title: DATABASE ADMINISTRATOR - CENTRAL IT

SUMMARY: Plans, develops and maintains diverse and complex relational databases within the County's centralized Information Technology (IT) Department. This classification is unique to the centralized IT Department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, develops and maintains relational databases over a variety of database platforms;
Assists development team with preliminary database designs;
Participates in the development of database requirements and design specifications;
Refines conceptual requirements into technical designs;
Models database systems, transform database models and entities into database objects, implements database changes based on application development or enhancements;
Installs Database Management Systems (DBMS) software, application software and other software related to DBMS administration;
Monitors and administers DBMS security using appropriate protocols;
Conducts system administration of database servers to function optimally with the DBMS;
Writes and maintains database documentation appropriate to area of assignment;
Monitors storage, archiving, backup and recovery procedures to ensure functionality and operability;
Conducts capacity planning;
Develops custom or ad hoc reports using industry standard tools.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of database design, normalization and management, and systems analysis;
- operating principles, capabilities and limitations of hardware, software and database systems;
- principles and techniques of modeling database systems;
- protocols and methods for monitoring security of DBMS;
- techniques of data storage, archiving, backup and recovery;
- principles and techniques of effective supervision and monitoring;
- principles and techniques for writing database documentation to include data standards, procedures and definitions for the data dictionary;
- principles and techniques for capacity planning.

Skill in:

- refining conceptual requirements into technical designs;
- transforming database models and entities into database objects;
- installing software and configuring hardware and software for optimal performance;
- writing database documentation and reports;
- communicating in both technical and non-technical terms both orally and in writing.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college, university or technical school with a major in Computer Science, Management Information Systems, Computer Engineering or a closely related field as determined by the Appointing Authority at the time of recruitment and two years of technical experience in the development and maintenance of database systems.

(Additional relevant experience/education from an accredited college, university or technical school may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period.

Special Notice Item: Some positions may require satisfactory completion of a personal background investigation, polygraph examination, and/or pre-/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections, or Courts facilities, property and associated confidential and sensitive information, documents, communications, and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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