City of Fresno **125045**

DATABASE ADMINISTRATOR

Class Definition

Under general direction, manages the City's databases, which include standards and procedures relating to the integrity of City-wide information systems.

Distinguishing Characteristics

The Database Administrator is responsible for functions associated with the efficient design, implementation and maintenance of databases. Maintains, designs, analyzes and monitors the integrity of databases and provides production support to ensure usable, accurate, accessible and secure data. This is a single class position that differs from the next higher class of Information Services Supervisor in that incumbents of the latter assume responsibility for an area within a division.

Typical Duties
(May include but are not limited to the following)

Provides day to day administration, installation, upgrading, and troubleshooting of databases including designing databases and data dictionaries, coordinating interfacing applications, and functions with user departments.

Maintains and monitors the City's databases consistent with the needs/direction of the City; reviews database design, integration of systems, including database servers, and makes recommendations regarding enhancements and/or improvements.

Assists programmers with technical problems, design issues and verifying, isolating and documenting the existence of vendor errors; develops and documents standard procedures for vendor supplied software.

Handles user requests for security changes and provides database application support for city databases; allocates and reallocates database resources for optimum configuration, database performance, and cost.

Responsible for establishing and enforcing policies and procedures related to the database; maintains the security, performance, reliability and integrity of all data; audits database usage; devises, implements, and documents procedures for the identification, categorization and protection of all data sources.

Ensures data backup, recoveries and archive copies of databases are properly performed.

Review, evaluate, and recommend new tools, technology, and products for the development or enhancement of various applications in accessing or processing the information on the database; installs, configures and upgrades related hardware and database application software; installs vendor supplied patches.

Defines data repository, data dictionary, and data warehousing requirements.

Performs related duties as required.

Knowledge, Skills, Abilities
(The following are a representative sample of the KSA's necessary to perform the duties of the class.)

Knowledge of current technology in operating systems, database administration, application development technologies, and industry trends.

Knowledge of database administration and the ability to effectively perform installations, configuration management, security, back-up and recovery procedures.

Knowledge of formal data structure designs and the ability to implement data structures to maximize efficiency and flexibility.

Knowledge in system design and analysis, client-server architecture, along with relevant technical knowledge of database systems.

Skill in database design, development and maintenance, SQL operation, report design and development, query design and optimization.

Ability to analyze problems, information requirements, and needs, develop logical solutions, read and comprehend technical information, and document technical information in writing.

Ability to use independent judgment and initiative in making recommendations regarding database applications, development and enforcement of database standards and database security.

Ability to communicate clearly and concisely, both orally and in writing, and prepare clear and concise written reports and correspondence.

Ability to establish positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.

Minimum Qualifications

A Bachelor's Degree from an accredited college or university with major course work in Computer Science, Business Administration, Information Systems, or related fields; and two years of experience involving application development, operation and maintenance of system software, and database administration functions.

Special Requirement(s)

Possession of, or the ability to obtain, a valid Class C California driver's license at time of appointment.

APPROVED: *(Signature on file)*   DATE: 05/06/2003
                   Director

APG:RLR:jl:05/06/03