

SENIOR DATABASE ADMINISTRATOR**DEFINITION**

Under general direction, performs advanced professional level database administration for the City's systems applications; serves as an expert technical resource on database architecture, design and administration; recommends and maintains department standards for database design and data administration; and maintaining responsibility for system security. Supervise a database administration team which is responsible for supporting multiple databases that support city-wide business applications.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from an Information Services Manager. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

A Senior Database Administrator is responsible for developing and recommending standards for administering data and databases to ensure integrity and security of the City's information assets while developing and providing efficient systems, communication and computing support to meet the City's mission and goals. Assignments are given in terms of broad operational or project requirements and performance is measured in terms of overall performance and results.

A Senior Database Administrator is distinguished from a Database Administrator in that a Senior is a supervisory classification and is responsible for regularly addressing the more complex and difficult assignments involving the design, development and uses of databases supporting major City-wide systems applications. This is a single class position that differs from the next higher class of Information Services Manager in that incumbents of the latter assume responsibility for a division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Supervision of personnel, which typically include making recommendations for hiring, conducting performance evaluations, training, work allocation, and disciplinary actions.

Develops standards, policies and procedures for safeguarding and managing the City's data resources, creating glossaries of data definitions, and as a member of a team,

defines strategic data requirements and recommends methods and strategies for meeting such data requirements.

Performs physical designs of database formats for user front-end entry and inquiry; creates standard database and database menu formats, designs database structures, specifying table space and table storage parameters, index storage requirements, performance tuning protocols, writing and compiling database programs, and installs and executes programs and scripts to upgrade database structures for existing applications.

Works with other Information Systems staff, technical specialists from other departments, vendors and end users to evaluate conceptual design alternatives and establish optimal physical designs to support major applications requirements and multi-platform/networked systems installations.

Participates in developing or refining hardware, software, data/database and network specifications; evaluates and tests vendor products for conformance with City requirements and standards; and, participates in recommending the selection and purchase of hardware and software.

Develops DBMS-specific back up and restore strategies; develops I.T. disaster recovery processes, and assures archiving of database copies are properly performed.

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.

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.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current technology in operating systems, database administration, application development technologies, and industry trends.

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

Formal data structure designs and the ability to implement data structures to maximize efficiency and flexibility.

System design and analysis, client-server and web architecture, along with relevant technical knowledge of database systems.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Design, development and maintain databases, SQL operation, report design and development, query design and optimization.

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

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

Communicate clearly and concisely, both orally and in writing, and prepare clear and concise written reports and correspondence.

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

MINIMUM QUALIFICATIONS

Experience:

Four years of experience involving application development, operation and maintenance of system software, and database administration functions.

Education:

A Bachelor's Degree from an accredited college or university with major course work in Computer Science, Business Administration, Information Systems, or related fields.

SPECIAL REQUIREMENTS:

Must be an Oracle Certified Professional or Master Database Administrator on a currently supported Oracle database at the time of application.

Possession at time of appointment and continued maintenance of a valid California Driver's License may be required.

APPROVED: *(Signature on file)* _____
Director of Personnel Services

DATE: 05/03/2005