

SENIOR DATABASE ADMINISTRATOR

Code No. 3-20-069
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial-level technical position in an information technology department responsible for capacity planning, data recovery, and security as well as the integration of database management system tools into database environments. The position provides general supervision to Database Administrators and must have technical knowledge of database hardware and software, database structures, and system requirements. The employee reports directly to and works under the general supervision of a higher-level information technology staff member or administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Supervises Database Administrators, coordinates work and provides technical support;

Analyzes system requirements and upgrades for effects on existing database structures;

Manages all phases of database projects, database security, documentation, and capacity planning;

Manages hardware and software installations, upgrades, and maintenance to ensure effectiveness of databases;

Manages backup and recovery operations;

Develops and communicates documentation of data structures to staff;

Develops and modifies database models and naming conventions based on logical models, designs, and system requirements;

Provides support to technical staff including developers and analysts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of database design and operation; thorough knowledge of current database management trends; thorough knowledge of the capabilities of hardware and software; thorough knowledge of software development lifecycle and client/server system integration and rollout; ability to manage the analysis of system requirements and the design of database structures; ability to supervise technical information technology staff; ability to work independently and apply sound problem solving skills; ability to manage multiple concurrent projects; ability to prepare written documents and reports; ability to establish and maintain effective professional relationships with technical staff, user departments and the public; ability to communicate effectively; exercise sound judgement and initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science, Management Information Systems, Data Processing or other computer science/information technology field, Business Administration, Mathematics, or Engineering, plus six (6) years paid full-time or its part-time equivalent experience responsible for developing, installing, upgrading, and supporting computer database applications, one (1) year of which must have included the supervision of staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in Computer Science, Management Information Systems, Data Processing or other computer science/information technology field, Business Administration, Mathematics, or Engineering plus four (4) years experience as described in (A) above, one (1) year of which must have included the supervision of staff; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:
Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: September 8, 2005