DATABASE ADMINISTRATOR

Code No. 4-20-021
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level technical position involving integration of Data Base Management System (DBMS) tools into database environments. Duties involve providing technical support for database environments, including testing of DBMS upgrades, monitoring the performance of production systems, and utilizing appropriate tools to identify application-tuning opportunities. Duties also involve participating in logical and physical database design and assisting application developers in applying DBMS technology. The employee reports directly to and works under the general supervision of a higher level staff member. 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.)

Performs installation and integration of data access tools such as Structured Query Language (SQL) into database environments;

Completes proactive audits of database capacity and follow up on diagnostics and tuning;

Manages customer and team database expectations and performs Oracle installations, upgrades, migrations, backups, certifications and applications tuning;

Manages and maintains database security;

Communicates and maintains standards across application development groups;

Establishes conventions for building procedures, naming, server configuration and capacity planning;

Supports administrative reporting requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of database design and operation; thorough knowledge of software development lifecycle and client/server system integration and rollout; thorough knowledge of Oracle database administration; good knowledge of Oracle 8 and SQL; ability to work independently and apply sound problem solving skills; ability to manage multiple concurrent projects; ability to develop written documents and reports; ability to establish and maintain effective professional relationships with technical staff, user departments and the public; ability to communicate effectively orally and in writing; good judgment; 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 any information technology, computer science, management information systems or data processing field, or Business Administration, Mathematics, or any engineering field, plus four (4) years paid

full-time or its part-time equivalent experience responsible for installing, upgrading, developing and porting applications; OR,

(B)   Graduation from a regionally accredited or New York State registered college or university with a Master's degree in one of the fields mentioned in (A) above, plus two (2) years full time or its part time equivalent experience defined in (A) above; OR,

(C)   An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: 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.

ADOPTED: July 10, 2001
REVISED: November 8, 2012