CLASS TITLE: DATABASE ADMINISTRATOR I

PURPOSE OF THE CLASSIFICATION: Under direction creates and maintains databases, performing tasks involving maintenance and analysis of databases and monitoring system performance to maintain security and other related assigned duties.

ESSENTIAL TASKS:
- Works Service Desk tickets assigned to Database queue
- Checks Structured Query Language (SQL) notifications and corrects them
- Creates and maintains databases, under senior staff guidance, to ensure availability of relational data for network clients
- Helps monitor databases to maintain system security and protect data integrity
- Grants and monitors database privileges to ensure database security
- Writes SQL procedural scripts to query tables
- Monitors physical and logical storage to optimize data access
- Performs backups and recovery for databases to guard against loss of data
- Assists with database maintenance
- Participates in training and develops documentations for user problem-solving issues, including database and user manuals
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with an associate degree or sixty (60) college hours in computer science, mathematics, statistics, industrial engineering or other related fields; and four (4) years of progressively responsible experience in systems analysis and/or database administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Database Administrator Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Knowledge of the relational databases, methods and techniques used in systems analysis and related maintenance procedures; and knowledge of licensing requirements to ensure compliance with entitlements for software licenses; considerable knowledge of data processing concepts and techniques. Ability to monitor the work of users; ability to recognize, analyze and solve system and database maintenance problems immediately without reliance on others; ability to maintain database security; ability to use standard SQL and write SQL procedural scripts to query tables; ability to communicate effectively, both verbally and in writing; ability to successfully use a graphical user interface, telephone, and pager; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional lifting and carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; some positions within this classification may be on-call 24 hours a day, 7 days a week; and may require travel to various City locations.

Class Code: 1517
EEO Code: N-02
Pay Code: IS-36

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective date: August 21, 2019