

CLASS TITLE: DATABASE ADMINISTRATOR III

PURPOSE OF THE CLASSIFICATION: Under direction creates and manages databases, performing administrative tasks involving technical analysis, evaluation, maintenance, support, recovery and monitoring system performance, and other related assigned duties.

ESSENTIAL TASKS:

- Creates and maintains databases to ensure availability of relational data for network clients
- Provides support to others engaged in database activities and supervision to others as necessary
- Creates and monitors database users to maintain system security, protect integrity, ensure operational compliance with software vendor, and enforce City-wide network security standards
- Grants and monitors database privileges to ensure appropriate user requirements
- Writes Structured Query Language (SQL) procedural scripts to query tables, assessing data integrity
- Monitors and manages physical and logical storage to optimize the client's speed and efficiency in accessing data
- Develops command, backup procedures, and recovery plans for databases to guard against loss of data
- Monitors, tunes and troubleshoots database to ensure availability and performance
- Manages the creation and maintenance of table and memory structures
- Manages client assets, including Open Database Connectivity (ODBC) drivers, third party applications and Structured Query Language (SQL) network interface software
- Recovers database after major outages and tables and data from block corruption
- Provides guidance and training to Database Services staff, programming and systems analysis personnel and other users in developing comprehension and utilization of Relational Database Management Systems (RDBMS) analytical concepts and techniques
- Participates in industry and other professional networks to ensure awareness of current standards, trends and best practices, strengthening organizational and technical knowledge
- Conducts technical presentations as required
- Develops, promotes and enforces RDBMS architectural principals, standards and processes via governance practices
- 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 a bachelor's degree in computer science, mathematics, statistics, industrial engineering or other related fields; and five (5) 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: Comprehensive knowledge of the methods and techniques used in systems analysis and related maintenance procedures; and considerable knowledge of licensing requirements and rules and regulations relating to database systems; considerable knowledge of data processing concepts and techniques. Ability to monitor and evaluate the work of users; ability to independently recognize, analyze and solve system and database maintenance problems immediately; 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; ability to recover database, tables, and data when necessary; ability to consult and give guidance to subordinates engaged in database administration and provide supervision to employees as necessary; 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

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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" Operator'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: 1501

EEO Code: E-02

Pay Code: IS-44

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective date: September 2, 2008