



LANE COUNTY
H024
Established 09/07/11
Updated 03/08/17

SENIOR DATABASE ADMINISTRATOR

CLASS SUMMARY: The Senior Database Administrator (SDBA) performs database administration for multiple enterprise-wide Database Management Systems (DBMS), including the design, implementation and maintenance of database and database applications in a network environment. The SDBA also performs application and database server administration insuring the reliability and availability of data and server assets. Performs related duties as assigned.

CLASS CHARACTERISTICS:

This is an advanced specialty area in the Database Administrator series. Positions at this level are distinguished from the Programmer Analyst 1 and the Database Administrator classes within the series by the level of responsibility assumed. Positions in this class are often assigned responsibility for project coordination and data management projects. These individuals have an advanced level of knowledge, experience, and responsibility in the area of high-end database administration.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from assigned management personnel and may receive functional and technical direction from assigned professional personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Provides internal and external customer service. |
| 2. | Installs, configures and maintains database software and systems. |
| 3. | Performs information analysis, database design and data modeling using automated tools. |
| 4. | Designs, tests and implements database security measures consistent with the needs of the organization. |
| 5. | Designs, tests and implements a database backup strategy and disaster recovery plan. |
| 6. | Plans, organizes and produces technical documentation and procedures. |
| 7. | Develops and provides requested reports to management. |
| 8. | Develops and implements monitoring tools to improve database and server performance. |
| 9. | Evaluates and recommends database management software. |

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10.	Designs, codes, implements and maintains database tables, indexes, constraints, triggers and all other objects associated with the database(s) schema.
11.	Develops data related requirements and participates in the development of Request-For-Proposal (RFP's).
12.	Plans and coordinates projects.
13.	Plans and recommends future technical directions and standards.
14.	Evaluates vendor and third party application software and hardware for feasibility and cost benefit.
15.	Performs database conversions.
16.	Troubleshoots database problems.
17.	Improves knowledge of industry standards and innovations in data technologies.
18.	Provides technical support and training to staff and users.

Knowledge of (position requirements at entry):

- Customer service practices.
- Team building concepts.
- Information analysis and data modeling techniques.
- Computer hardware, networking, and software technology.
- Technical documentation procedures.
- Computer operating systems.
- Database management systems, techniques, and concepts.
- Standard programming techniques.
- Application file and data base design.
- Advanced troubleshooting procedures.
- Application development environments as they relate to database management.
- Application and database security concepts and techniques.
- Principles of project coordination.
- Structured Query Language (SQL) or object oriented database systems.
- Database backup and recovery techniques and strategies.
- Network operating system security concepts and the relationship to database security.

Ability to (position requirements at entry):

- Perform advanced data analysis.
- Establish and maintain effective working relationships.
- Convey technical information simply and clearly, both verbally and in writing.
- Improve technical skills.
- Apply advanced technical writing methodologies and tools to develop policies, procedures and technical documents.
- Understand organizational goals and objectives and perform assigned work to meet those goals and objectives.

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- Coordinate projects.
- Work with users, technical staff and managers to implement and maintain a stable and efficient database environment.
- Design, install and maintain database systems.
- Troubleshoot complex database problems.
- Write Structured Query Language (SQL) or object oriented procedures and reports.

Training and Experience (positions in this class typically require):

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science or a related field. Requires a minimum of four years of experience administering enterprise-wide database management systems. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.
- As a condition of employment, these positions require a criminal background investigation and a security clearance as required by State or Federal regulatory requirements.

NOTE: This position is represented by AFSCME Local 2831

Classification History:

FLSA Status: Exempt