

Title: Database Manager
PB: PBA
Status: Civil Service
Position Reports to: Assistant IT Director
Department: Information Technology

Class Code: 2257
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible project management and highly specialized technical work dealing with the City of Lakeland's databases and their relationship with the City's computer system. This position is responsible for providing technical service in the development, operation and maintenance of complex computer databases as related to their application software. An employee in this classification is responsible for the testing, implementation, upgrading and controlling of the quality of the databases. Work is reviewed by appraisal of accomplishments, effectiveness of project completion and conformance to established goals and policies.

ESSENTIAL FUNCTIONS:

1. Designs, develops, tests and documents scripts to purge old data, convert data and manage security.
2. Designs and creates new tables to support new database application in addition to monitors and maintains existing databases.
3. Provides support for Data Processing (may involve after business hours call-in).
4. Designs, implements, documents and runs databases for both development and production instances.
5. Handles day-to-day database activities including performance monitoring and performance tuning to ensure the efficient and accurate operation of the database software.
6. Manages the security, backup and recovery mechanisms for all database instances.
7. Ensures that all database instances remain at compatible release levels and advise management about migration strategies to new release levels.
8. Maximize uptime of databases through appropriate sizing and spacing.
9. Provide all data integrity and reliability services for the database instances. This includes ensuring data consistency across applications, protection of data against misuse/corruption, restricting access to data and establishment of access controls.
10. Deals with vendors effectively to maximize the value of the software to the City.
11. Assists in the design of database interfaces to other applications and/or databases.
12. Supervises other Database Administrators.
13. Utilizes industry standard approaches to IT development, deployment and risk mitigation.
14. Supports continued IT processes improvement through the use of standardized industry models and competencies.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.
2. Participates in the preparation of the annual budget by preparing purchase, maintenance and other cost information for inclusion.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of computer software and hardware and management information systems.
2. Strong analytical skills.
3. Skilled in documentation.
4. Skilled in SQL, T-SQL, PL/SQL, UNIX shell scripting, and Oracle backup and recovery methods.
5. Thorough knowledge of industry standards for IT development and deployment.
6. Knowledge of the principles, practices and techniques of project management.
7. Ability to stay abreast of new technology.
8. Ability to communicate effectively, both verbally and in writing.

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9. Ability to interact and maintain effective relationships with supervisors, subordinates and other employees to accomplish the required tasks.
10. Working knowledge of UNIX (HP).
11. Ability to be a self-starter with a strong willingness to learn in a challenging environment.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in business administration, computer science or a closely related field.
2. Four (4) years of experience in Database Administration with Oracle and Microsoft SQL, including knowledge of database tools.
3. Working knowledge of UNIX (HP) administration and operations.
4. One (1) year of supervisory experience.
5. Successful completion of Oracle Certified Professional certification is highly desirable.
6. An equivalent combination of education and experience, directly related to the foregoing specific requirements, may be substituted.
7. Completion of City University Level three (3) or completion within twenty-four (24) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. Must be able to attend meetings at locations other than primary work location.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.