

Title: Database Administrator I
PB: PBD
Status: Civil Service
Position Reports to: Database Manager
Department: Information Technology

Class Code: 3140
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible and 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 designs, codes, tests, debugs, documents and maintains those databases. May require instruction and guidance in order to accomplish certain phases of the required work. 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, converts data and manages security.
2. Monitors and maintains existing databases.
3. Provides support for Data Processing (may involve after 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 tuning to ensure the efficient and accurate operation of the database software.
6. Designs and creates new tables to support new database applications.
7. Assists in the design of database interfaces to other applications and/or databases.
8. Supports industry standard approaches to IT development, deployment and risk mitigation.
9. Supports continued IT processes improvement through the use of standardized industry models and competencies.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of computer software and hardware and management information systems.
2. Working knowledge of Windows operating systems and knowledge of UNIX (HP).
3. Ability to communicate effectively, both verbally and in writing.
4. Strong analytical skills.
5. Ability to interact and maintain effective relationships with supervisors, subordinates and other employees to accomplish the require tasks.
6. Ability to document complex technical data in a concise and clear manner.
7. Ability to be a self-starter and use own initiative appropriately.
8. Ability to acquire and refine new and complex technical skills.
9. Ability to work within the principles, practices and techniques of project management.
10. Ability to work within the industry standards for IT development and deployment.

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.

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

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited two (2) year college or university with a degree in business administration, computer science or closely related field.
2. One (1) to two (2) years of experience with Oracle, including knowledge of Oracle Tools.
3. Familiar with UNIX (HP) administration and operations.
4. An equivalent combination of education and experience, that is determined to be directly related to the foregoing specific requirements, may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) 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.