

DATABASE ADMINISTRATOR

SUMMARY:

Under general supervision, coordinates, and provides technical, analytical and operational support for management information systems, application programs and databases; develops and provides training materials for operators and systems users; creates user manuals; installation, maintenance, and tuning of database software and applications; analyses and documents database requirements; generates end-user ad hoc and standard reports; performs backups and applies patches; conducts feasibility studies on proposed systems and system enhancements; maps out database design requirements; coordinates complex database and application software activities with outside agencies; maintains MIS controls and database integrity.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Coordinates the development of programs and procedures necessary to manage, maintain and enhance the utilization of Management Information Systems.
2. Oversees and provides technical support for application programs and databases.
3. Develops software training materials and provides training for operators and system users.
4. Conducts feasibility studies on proposed systems and system enhancements.
5. Designs, develops, installs and maintains applications systems and databases.
6. Coordinates complex database and application software activities with outside agencies.
7. Maintains MIS controls and database integrity.
8. Perform daily database and file system backup and recovery
9. Install, Upgrade and Maintain servers, operating systems and databases – primary liaison with related vendors support.
10. Monitor performance and tuning of transactional production databases
11. Monitor storage space usage and increase as needed.
12. Create interfaces to 3rd party systems as needed.
13. Diagnose client connectivity issues; add/configure printers for use with all applications.
14. Maintain web servers in the DMZ
15. Maintain Security and perform security audits
16. Maintain disaster recovery plan for servers and databases.
17. Create test databases and clone them as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of database management concepts.
- Knowledge of PC and server hardware and operating systems.
- Knowledge of software logic and programming languages.
- Knowledge of project management methods, practices and procedures.
- Knowledge of the principles and practices of relational databases.
- Skill in computer programming and database design.
- Skill in systems analysis and resolution of system or software conflicts or technical problems.
- Skill in prioritizing, planning, and managing projects.
- Skill in utilizing effective communication skills in the development and implementation of training, training materials, presentations and reports.
- Skill in assigning and reviewing work.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. . The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Computer Science, Engineering, Math or related field and five (5) years of relevant working experience. Two (2) years of experience must include working with SQL and PL/SQL. Duties include: design, maintenance, and tuning of Oracle databases, SQL, PL/SQL, and Oracle Administration Tools such as Oracle Enterprise Manager. Experience in end-user support Oracle for Financials and HR/Payroll, highly desirable. Oracle Certified Professional (OCP), highly desirable.