

DATABASE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly technical position that is responsible for installing, configuring, maintaining and securing all County database systems. The incumbent follows best practices to produce secure solutions and works on a wide variety of systems, including disaster recovery and backup. The incumbent also investigates new industry developments, such as system productivity tools, design and programming methodologies, documentation approaches, and makes recommendations for current and projected use. Additionally, this position will assist developers with proper database designs, configurations, and standards. It is the responsibility of this position to expand the use of existing database systems to improve security and automation. This position will educate and assist the members of the Office of Central and Information Services (OCIS) Database Team and use them as support for performing routine tasks. The work is performed under the general direction of a higher-level employee with wide leeway in conducting project assignments. Supervision is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Installs, configures, and regularly tests database management and operating systems software by planning and implementing upgrades, ensure optimal functionality and performance;
2. Develops, maintains, and manages a service program for all database infrastructures/systems, backups, and related platforms;
3. Configures database management systems for maximum up-time, including implementing high availability (HA) solutions;
4. Implements and enforces database security based upon regulations, industry best practices and County policies;
5. Reports on the utilization of databases and related software;
6. Reviews database designs and makes recommendations for changes to improve performance, security and data integrity;
7. Develops database documentation, including data standards, procedures and definitions;
8. Evaluates, and tests hardware and software, makes recommendations as to its appropriateness on a variety of different platforms, and performs any necessary database related scripting;
9. Researches and responds to clients' needs regarding database functionality; troubleshoot failures and make corrections to ensure business continuity;
10. Prepares reports, correspondence and other documents;
11. Participates in disaster recovery exercise planning and execution.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of various computer platforms, operating systems, networking, security and software products sufficient to develop, monitor and analyze database and infrastructure services;
Knowledge of Structured Query Language (SQL);

DATABASE ADMINISTRATOR (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

Ability to effectively evaluate the latest developments in the field of database administration and application trends in relation to existing facilities and both current and future needs;

Ability to identify and resolve challenging technical issues and problems, and research possible solutions;

Ability to communicate effectively, both orally and in writing;

Ability to write complex technical reports; ability to review, evaluate and summarize data;

Ability to work with both technical and non-technical user agencies, along with various vendors;

Ability to solicit feedback and adjust client requests to fit business goals and maximize value added improvements;

Ability to generate consensus and collaborative relationships to bring about efficient and effective outcomes;

Ability to move equipment and work in narrow or restricted places while installing and working on equipment such as servers, storage systems, and network switches;

Skill in writing PowerShell and Shell scripts for build and deployment automation;

Skill in problem solving and data analytics;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Computer Science, Information Systems, Information Technology, or a closely related field AND two (2) years of full-time work experience which primarily involved server administration, database system administration, and database design;
- OR: (B) Associate's degree in Computer Science, Information Systems, Information Technology, or a closely related field AND four (4) years of full-time work experience which primarily involved server administration, database system administration, and database design;
- OR: (C) Six (6) years of full-time work experience which primarily involved server administration, database system administration, and database design;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: Certification as a Microsoft Certified Solutions Associate (MCSA): SQL 2016 Database Administration, MCSA: SQL 2016 Database Development, or Microsoft Certified Solutions Expert (MCSE): Data Management and Analytics may be substituted for one (1) year of work experience as defined above. Equivalent certifications for any currently supported version of Microsoft SQL Server may be accepted in place of those listed.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 3/06/2020