

Water Authority Position Description

DATABASE ADMINISTRATOR II

Status	Position Code	Level	Date
APPROVED	DBA2	I29	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

DESIGNS LOGICAL AND PHYSICAL DATA BASES AND COORDINATES DATA BASE DEVELOPMENT APPLYING KNOWLEDGE OF DATA BASE DESIGN STANDARDS AND DATA BASE MANAGEMENT SYSTEM.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR' DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN INFORMATION SYSTEMS, COMPUTER SCIENCE OR A RELATED FIELD, PLUS NINE (9) YEARS OF DATABASE ADMINISTRATION OR COMPUTER PROGRAMMING EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF AND ABILITY TO MAINTAIN A VALID NEW MEXICO DRIVER'S LICENSE.

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN AN AUTHORITY OPERATOR'S PERMIT (AOP)

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

PROVIDE GENERAL DIRECTION TO LOWER LEVEL TECHNICAL STAFF AND CONTRACTORS.

MAY SERVE AS PROJECT LEAD.

ESSENTIAL FUNCTIONS

1. DEVELOP AND MODIFY DATABASE MODELS BASED ON LOGICAL MODELS, DESIGNS AND REQUIREMENTS; DOCUMENT AND COMMUNICATE CHANGES.
2. PARTICIPATE IN SYSTEMS ANALYSIS, DESIGN AND IMPLEMENTATION; ADVISE AND CONSULT WITH APPLICATION PROGRAMMERS DURING SYSTEMS ANALYSIS.
3. DEVELOP AUTHORITY-WIDE STANDARDS AND PREFERRED METHODOLOGIES FOR USE OF THE AUTHORITY'S DATABASE MANAGEMENT SYSTEM ENVIRONMENT AND ASSOCIATE APPLICATION DEVELOPMENT.
4. INSTALL AND MAINTAIN SOFTWARE FOR STANDARD DATABASE MANAGEMENT SYSTEMS AND DATA ADMINISTRATION SUPPORT; ESTABLISH PROCEDURES FOR DATABASE OPERATION, CONTROL AND RECOVERY.
5. MONITORS RELATIONAL DATABASES TO OPTIMIZE DATABASE PERFORMANCE, RESOURCE USE, AND PHYSICAL IMPLEMENTATIONS OF DATABASES; ADDRESSES A VARIETY OF DATABASE INTEGRATION ISSUES INCLUDING MIGRATION BETWEEN DISPARATE DATABASES, INTEGRATION, MAINTENANCE/CONVERSION, CAPACITY PLANNING ISSUES, AND NEW APPLICATIONS.
6. DEVELOP AND MAINTAIN AN INTER-DEPARTMENTAL ENTERPRISE-LEVEL DATA MODEL IN A CENTRAL REPOSITORY.
7. DEVELOP STANDARDS FOR DATA MODELING, CONCEPTUAL DATABASE DESIGN, DATA NAMING, AND METADATA DOCUMENTATION.
8. COORDINATE, REVIEW, AND APPROVE ALL LOGICAL AND PHYSICAL DATA MODELS.
9. TRANSFORM OR ASSIST IN THE TRANSFORMATION OF LOGICAL DATA MODELS TO PHYSICAL DATABASE DESIGNS.
10. MAINTAINS DEVELOPMENT, TEST, AND PRODUCTION RDBMS ENVIRONMENTS.
11. MONITORS AND MAINTAINS DATABASE SECURITY AND DATABASE SOFTWARE, IN
12. PROVIDES ADVICE TO APPLICATIONS PROGRAMMERS IN THE EFFECTIVE USE OF DATABASE LANGUAGES; ADVISES ON TROUBLESHOOTING, EXCEPTION PROCESSING NEEDS, AND OTHER DATA MANAGEMENT ISSUES.
13. MAINTAINS AVAILABILITY AND INTEGRITY OF DATABASES THROUGH MULTIPLE ACCESS SCHEMES; FACILITATES SHARING OF COMMON DATA BY OVERSEEING PROPER KEY AND INDEX MANAGEMENT AND DATA DICTIONARY MAINTENANCE.
14. MAY EVALUATE AND RECOMMEND TESTING AND EVALUATION OF NEW PROCEDURES, SOFTWARE, AND HARDWARE.
15. MONITORS AND MANAGES DATABASE BACKUPS, LOGS, AND JOURNALS; INSTALLS, MAINTAINS, AND UPGRADES DATABASE SOFTWARE; RESTORES AND/OR RECOVERS DATA AS REQUIRED.

16. CREATES, PROCURES AND MAINTAINS VARIOUS DATABASE RELATED DOCUMENTS SUCH AS MANUALS AND PROGRAMMERS HANDBOOKS.

17. MAINTAINS CURRENCY OF KNOWLEDGE WITH RESPECT TO RELEVANT STATE-OF-THE-ART TECHNOLOGY, EQUIPMENT, AND/OR SYSTEMS.

18. PROCURES AND MAINTAINS UP-TO-DATE, LEGAL SOFTWARE LICENSES FOR DATABASE SERVERS, CLIENTS AND END USER AND DEVELOPER TOOLS.

19. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF; PROVIDE OR COORDINATE TRAINING; WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES; IMPLEMENT DISCIPLINE AS NEEDED.

20. DEVELOPS AND IMPLEMENTS BUSINESS CONTINUITY PRACTICES FOR MASS STORAGE MANAGEMENT.

21. INSTALLS, CONFIGURES, TESTS AND IMPLEMENTS MASS STORAGE RESOURCES.

22. MONITORS USE AND AVAILABILITY OF MASS STORAGE RESOURCES.

23. MAINTAINS AND MODIFIES BACKUP AND RECOVERY PROCEDURES FOR MASS STORAGE RESOURCES TO MAINTAIN HIGH AVAILABILITY AND MISSION CRITICAL BUSINESS NEEDS.

24. TROUBLESHOOTS STORAGE RELATED ISSUES AND TAKES APPROPRIATE ACTION.

SUPPLEMENTAL FUNCTIONS

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS; STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF INFORMATION SYSTEMS.

2. DOCUMENTING SYSTEMS AND APPLICATIONS.

3. LOGGING CUSTOMER SERVICE CALLS.

4. MAY BE REQUIRED TO PROVIDE 24X7 ON-CALL SUPPORT.

5. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

EXPERT PRINCIPLES AND PRACTICES OF DATABASE ADMINISTRATION
PRINCIPLES OF NETWORKS AND OPERATING SYSTEMS
ADVANCED PRINCIPLES OF STORAGE AREA NETWORK (SAN)
NETWORK ATTACHED STORAGE (NAS)
TAPE BACKUP SOLUTION PRACTICES AND PRINCIPLES
PRINCIPLES AND PRACTICES OF PROJECT MANAGEMENT
METHODS AND TECHNIQUES OF APPLICATIONS DEVELOPMENT AND COMMON DEVELOPMENT
LANGUAGES
PRINCIPLES AND PRACTICES OF SOFTWARE INSTALLATION
METHODS AND TECHNIQUES OF DATA MODELING AND CONCEPTUAL DATABASE DESIGN
OPERATIONAL CHARACTERISTICS OF APPLICABLE DATABASE MANAGEMENT SYSTEM,
INFORMATION SYSTEMS AND CLIENT/SERVER ENVIRONMENTS
ADVANCED METHODS AND TECHNIQUES OF DATABASE DESIGN AND ADMINISTRATION
PRINCIPLES OF PROJECT MANAGEMENT
ORACLE AND SQL SERVER DATABASE TOOLS, ENVIRONMENTS AND QUERY LANGUAGES
(SQL, TSQL)

PREFERRED SKILL/ABILITY

MANAGE TIME EFFICIENTLY TO OPTIMIZE SERVICE TO CUSTOMERS
DEVELOP AND MODIFY DATABASE MODELS BASED ON AUTHORITY NEEDS
PERFORM VARIOUS DATABASE ADMINISTRATION FUNCTIONS
DEVELOP STANDARDS AND METHODOLOGIES FOR USE OF THE AUTHORITY' DATABASE
MANAGEMENT SYSTEM
DEVELOP AND MAINTAIN DATA AND ENTITY RELATIONSHIP MODELS
EVALUATE, IMPLEMENT, MAINTAIN AND TRAIN OTHERS IN THE USE OF DATA
MODELING TOOLS
PARTICIPATE IN SYSTEMS ANALYSIS, DESIGN AND IMPLEMENTATION
MONITOR AND TROUBLESHOOT DATABASE PERFORMANCE
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ASSUME MAJOR PROJECT MANAGEMENT RESPONSIBILITIES ASSIGNED
COORDINATE THE WORK OF LOWER LEVEL STAFF
CREATE CUSTOM DATA TRANSFORMATION AND USING PL/SQL, NET LANGUAGES

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS.

PHYSICAL REQUIREMENTS

ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK SUCH AS; MAINTAINING PHYSICAL CONDITION
NECESSARY FOR SITTING FOR PROLONGED PERIODS OF TIME; EXTENSIVE USE OF
COMPUTER KEYBOARD
MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES