

## SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Database Administrator**

### **DEFINITION**

Under general direction, administers, manages, designs, documents, and evaluates a variety of database management systems; performs complex technical, analytical and professional services involving program/member services, evaluation, database-driven Web sites, office operations support, and problem resolution; performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Database Administrator classification is distinguished from the Database Designer/Information System Analyst classification by the extensive knowledge, experience and complex technical skills required. Further differences include the supervision of database and transaction log backups, and the maintenance and monitoring of database server performance.

### **DIRECTLY RESPONSIBLE TO**

Appropriate department or unit administrator as assigned.

### **SUPERVISION OVER**

None; provides assistance and guidance to other staff assigned to the section/department.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.)

#### **Information Systems and Database Management**

Administers a variety of database systems including Microsoft SQL Server, Filemaker Pro, and other Database Management Systems (DBMS); maintains and administers Web server and middleware tools used to develop Web database systems and framework; develops and enforces database administration and user standards and procedures; audits, modifies, and amends data in systems using SQL commands, hand-editing, and bulk import; oversees the scheduling of database projects, database and transaction log backups, notifications, and database replication between multiple SQL Servers and remote sites; supervises and manages multiple concurrent projects; evaluates database server integrity and security; assumes the technical lead for SQL Server and online database projects; assists Database Designers/Information System Analysts in the development and creation of SQL and Web-based databases and database systems; reviews technical designs, reports, documentation, and other materials produced by staff; creates and maintains high-level reporting systems using products such as Crystal Reports; researches and implements new database and online technology.

#### **Communications/Technical Assistance**

Oversees the design and maintenance of online communications, including database-driven Web sites and distance learning programs; assists and supports organizational members and clients with network, database, and application training and technical support; plans and prepares correspondence.

#### **Office Operations Support**

Assists staff in developing procedures, forms, exhibits, and database documentation; configures hardware and software utilized on database and Web servers; allows end-users to access management information systems directly by using Open Database Connectivity (ODBC) and other methods of connectivity; assists office staff in the creation of database reports and exhibits; trains and provides technical direction to staff as needed; supports internal operations, local area network administration, budget management, and project planning.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

Any combination of education and training equivalent to possession of a Bachelor's degree that demonstrates the ability to perform the duties and responsibilities as described. Sufficient formal and/or informal training experience in Database Management Systems (DBMS) administration and maintenance, database design, analysis, and management; extensive experience as a database designer/information systems analyst, database manager or database administrator.

### **Knowledge of:**

Administration and maintenance of management information systems; server hardware and software technologies (including Unix and Windows NT-based servers); standard computer hardware and software; basic principles of computer system analysis, principles of organization and project management; Internet technology including Hypertext Markup Language (HTML) forms; middleware or common gateway interface (CGI) programming used in database Web publishing, including the following: Cold Fusion, PHP Hypertext Preprocessor (PHP), Active Server Pages (ASP) and JavaScript; procedures for using SQL; standard office procedures and practices; advanced databases and database design concepts; data communications and networked systems; database integration on the Web; fundamentals of page layout, design, and graphic illustration; Microsoft SQL, Access, FileMaker Pro, or other relational database systems.

### **Skill and Ability to:**

Communicate effectively in both oral and written forms; interact with users and office staff in non-technical, clear terms; assist staff with difficult technical tasks, including the creation of specialized reports and exhibits using Crystal Reports; work independently and as a team member; set priorities and organize work to meet strict deadlines; make decisions on a variety of complex matters; establish and maintain cooperative working relationships with those contacted during the course of work; research and evaluate computer applications and database server hardware and software; manage hardware/software configurations including set-up, maintenance, and back-up; ability to adapt to changes in technology.

Approved by the Personnel Commission 11-14-00

Revision approved: 8/16/05