City of Irving Job Description

Database Administrator

FLSA Status:	EXEMPT	**Job Department:**	Information Technology
Job Code:	13111	**Reports To (Job Title):**	Software Services Supervisor

PURPOSE

To manage, monitor, and maintain all databases for the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Ensure the accuracy of and resolve problems related to databases with minimal disruption to users.
- Install, upgrade, and maintain database systems.
- Support and Maintain Financial/HR ERP system
- Troubleshoot database and software problems.
- Develop custom reports for various departments.
- Perform design and planning of database infrastructure and instance placement.
- Provide end users with training.
- Develop and deliver presentations on supported systems, as requested.
- Research and make recommendations on technology/cost improvements and efficiencies in their areas of responsibility.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Provide secondary support for software systems assigned to other software staff, as needed.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Awareness of financial needs and deadlines to maintain, upgrade, and perform potential enhancements to system, as well as legal/regulatory licensing requirements, so recommendations can be made to management for budgeting and payment approval.

Revision: March 13, 2017
based on Mar 2012 JAQ and approved March 2017 revisions.

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QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Computer Science, Information Systems or a closely related field.

EXPERIENCE

- At least three (3) years of increasing responsibility in maintaining and implementing modern, state of the art software, systems analysis or systems design experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of, or ability to obtain an appropriate valid driver license.
- CJIS qualified (A conviction for Class B misdemeanor and above is disqualifying.)

KNOWLEDGE OF

- Mastery of Database administration, particularly Microsoft SQL, database design, maintenance, querying and performance improvement modifications.
- Competence in assisting in any data related projects requested by management.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified, confidential, and sensitive information, especially regarding CJIS procedures.
- Computers and Electronics: Electric circuit boards, processors, chips, and computer hardware and software.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: the structure and content of the English language, including the meaning of words and grammar.
- Advanced Math: mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Programming Methodology: necessary computer languages, basic principles, formulas, syntax, and documentation practices.

SKILLS AND ABILITIES IN

- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Reading Comprehension: Understanding sentences and paragraphs in work-related documents.
- Service Orientation: Actively looking for ways to help people.
- Operations Analysis: Analyzing needs and product requirements to create a design.
- Active Learning: Working with new material or information to grasp its implications.
- Functional Supervision: Motivating, developing, and directing people as they work.

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establish and maintain positive working relationships with those contacted in the course of work.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Persuasion: Convincing others to approach things differently.
- Self-Management: Working independently and without supervision.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Interactive Presentation: Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Speech Recognition: Identifying and understanding the speech of another person.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Judgment & Decision Making: Weighing the relative costs / benefits of a potential action.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Computer Support: Knowing and demonstrating enough hands-on customer data tools support to effectively provide additional support and lead a technical support team.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Negotiation: Bringing others together and trying to reconcile differences.

GUIDANCE RECEIVED

General Standards
A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Interacts with City staff, generally key administrative support up through the manager level, across multiple Departments when troubleshooting database issues, installing database systems and providing end users with training.

Interacts with Vendors, related to database and software systems for the purpose of receiving technical support, best practices, upgrade information, and technical advancements.

Interacts with staff from other organizations for the purpose of establishing relationships, knowledge transfer, and general industry networking for the benefit of the city.

EQUIPMENT AND PROPERTY

Personal computer and multiple servers

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to carry, grasp, handle, feel, lift up to 10 pounds, listen, reach, see, sit, stand, talk, and/or walk. Frequently, s/he is required to kneel, lift up to 25 pounds, and/or stoop. Occasionally, s/he is required to balance, crawl, drive a vehicle, lift up to 50 pounds, push, and/or pull. Rarely, s/he is required to lift more than 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually quiet.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.