CARROLLTON
T E X A S

DATE	January 2020
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Database Administrator
DEPARTMENT/DIVISION: Information Systems
REPORTS TO: Infrastructure Manager

SUMMARY: Responsible for the installation, configuration, upgrading, administration, monitoring, maintenance and security of databases in the organization. Also responsible for assisting in the development and design of database strategies, system monitoring and improving database performance and capacity, and planning for future expansion requirements.

ESSENTIAL JOB FUNCTIONS:
- Install and upgrade the database server and application tools.
- Allocate system storage and plan future storage requirements for the database system.
- Modify the database structure, as necessary, from information given by application developers.
- Enroll users and maintaining system security.
- Ensure compliance with database vendor license agreement.
- Control and monitor user access to the database.
- Monitor and optimize the performance of the database.
- Plan for backup and recovery of database information.
- Maintain archived data.
- Back-up and restore databases.
- Contact database vendor for technical support.
- Generate various reports by querying from database as per need.
- Design solutions with network hardware, servers, storage and software to satisfy the needs-analysis and requirements definitions.
- Maintain compliance with external regulatory controls, such as the Texas Department of Information Resources.
- Participates in a variety of special projects in support of departmental operations, which may include: performing special studies; providing guidance and recommendations to departments to ensure organizational sustainability and maximize organizational efficiency, effectiveness, and performance; recommending cost- conscious decisions and actions; and/or, performing other related activities.
- Performs other duties as assigned, which may involve irregular work hours, including evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of database theory
- Knowledge of database design
- Knowledge about the RDBMS itself, e.g. Oracle Database, Microsoft SQL Server, IBM Informix

- Knowledge of Structured Query Language (SQL)
- Knowledge of distributed computing architectures, e.g. Client/Server, Internet/Intranet, Enterprise
- Knowledge of the underlying operating system, e.g. Windows, Linux
- Knowledge of storage technologies, memory management, disk arrays, NAS/SAN, networking
- Knowledge of routine maintenance, recovery, and handling failover of a Database
- Knowledge of disaster and business recovery practices
- Knowledge of government operations and processes
- Skilled in designing secure networks, systems, and applications architecture
- Skilled in evaluating quality and reviewing final work products
- Skilled in analyzing security processes
- Skilled in assessing cost efficiency and effectiveness of municipal operations
- Skilled in tracking service call and installations
- Skilled in identifying and solving problems
- Skilled in documenting service outages and resolutions
- Skilled in working independently or part of a team in delivering excellent customer service
- Skilled in reading and interpreting technical documents
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines
- Skilled in reading, interpreting, applying, authoring and explaining rules, regulations, policies, and procedures
- Skilled in preparing clear and concise reports
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in operating a computer and related software applications
- Skilled in communicating effectively with a variety of individuals
- Ability to communicate with users to define system requirements and resolve problems
- Ability to analyze technical problems and develop workable solutions

MINIMUM QUALIFICATIONS:
- Bachelor's degree in Information Systems or related area from an accredited university
- 1 year of progressively responsible information technology experience
- 1 or more of the following certifications (or substantially similar) or ability to obtain within 1 year of employment;
  - Microsoft Certified Solutions Associate (MCSA): SQL Server Certification
  - Microsoft Certified Solutions Expert: Data Platform Certification
  - Linux Professional Institute Certification Level 2
- Must qualify for and maintain compliance with Criminal Justice Information Systems access requirements
- Must possess or be able to obtain and maintain a valid Texas driver's license

PREFERENCES:
- 1-3 years' experience in Oracle or SQL Server administration, support and installation

- 2 or more of the following certifications (or substantially similar);
    o Microsoft Certified Solutions Associate (MCSA): SQL Server Certification
    o Microsoft Certified Solutions Expert: Data Platform Certification
    o Linux Professional Institute Certification Level 2

WORKING CONDITIONS:
- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity
- Occasional climbing, balancing, stooping, kneeling, and crouching
- Sedentary office and outdoors work environments
- Occasional lifting and carrying up to 50 pounds
- Work may be performed in a data-center environment, involving loud noise and temperature irregularity
- Work both indoors and outdoors and are exposed to cold and hot temperatures, constant noise, fume/odor hazards, road hazards, heights, and mechanical and electrical hazards.

CONDITIONS OF EMPLOYMENT:
- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.