

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Database Administrator		
<b>Job Code:</b>	PR1430	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	710	<b>Date Reviewed:</b>	07/08/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs advanced infrastructure design, modification, support, and implementation for systems software such as mainframe operating systems. Manages and maintains database systems in use for multiple departments; ensures security and integrity of data in all systems; and designs, implements and supports database systems using relational and object-oriented database management systems.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Develops, administers, supports and maintains SQL, Oracle, and Access databases. Designs, maintains, and implements high availability and performance, data integrity and proper backup and recovery processes such as replication and clustering, security, and identifies and solves database requirements. Designs infrastructure and supports users.
2. Maintains data integrity of databases by identifying and solving database requirements, maintaining database performance by calculating optimum values for database parameters, supporting users with requests on different applications, and protecting data integrity and leveraging data assets to support the mission of assigned department.
3. Reviews SQL Server and Oracle database logs to keep up-to-date with their underlying hosts and/or hardware. Monitors alert logs to identify SQL or Oracle errors and resolves or notifies team members of issues in the log files as necessary.
4. Installs and configures database software on servers, upgrades databases to new versions, determines patches to apply to the database servers, moves databases from old servers to new servers, creates and maintains data transformation services to merge data and other reporting spreadsheets for reporting purposes.
5. Checks the integrity of the databases, checks fragmentation levels, monitors database performance and resources utilization by analyzing performance counters, reviewing the trend of the counters and correcting any abnormalities with proper tuning and ensures database security. Designs, develops and deploys SQL server integration services packages.

6. Creates, schedules, and maintains database maintenance jobs including backups, integrity checks, and re-indexing. Maintains database security and user access to databases through Active Directory and Microsoft SQL user accounts.
7. Troubleshoots databases as needed to resolve errors. Generates ad hoc query reports and performs diagnostics and user requested changes to databases. Writes and maintains SQL queries and stored procedures.
8. Collaborates with application development staff to design databases, which adhere to best practices, coding standards, and optimal performance. Creates and maintains documentation of systems and standard operating policies and procedures.
9. Attends training sessions and plans meetings as appropriate; stays current with industry trends and innovations; and researches and analyzes new technologies.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and practices of operating system implementation and support.
  - Methods and techniques of user relations.
  - Departmental and city rules, regulations and procedures relevant to information technology.
  - Relational data base design, implementation and support.
  - Principles and practices of management systems and reporting.
  - City personnel policies and procedures.
  - Principles of supervision, training and evaluation.
  - Principles, practices and procedures for specialized fields of technology services.
  - Security and/or computer operations services.
  - Relational and object-oriented database management systems.
  - Methods and techniques of statistical data collection and analysis.
  - Methods and techniques of user relations and database interactions.
- **Skill in:**
  - Computers and applicable software.
  - Problem solving and analysis.
  - Troubleshooting.
  - Customer service.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Solve computer problems and difficulties related to assigned division.
  - Operate/manipulate/modify information processing software to suit divisional needs.
  - Follow specific instructions for generating assigned reports.
  - Organize and assign priorities for work to be accomplished.

- Lead and coordinate the work of lower level staff.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Computer Science, Information Systems, or a related field and five years of responsible experience information system technical support work such as operating systems, data base administration, or related fields.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

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

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.