

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DATABASE ADMINISTRATOR

SALARY RANGE: 20

BASIC FUNCTION:

Under the direction of an assigned supervisor, the SQL Database Administrator perform the duties for daily maintenance, monitoring, performance analysis, troubleshooting, problem resolution, and user assistance required of SQLSERVER database environments. Duties will also include contributing to other technology projects requiring programming and database administrator expertise.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintain databases according to internal guidelines and requirements specified by the database vendor.

Maintain routine contact with the software vendors to keep the databases up-to-date with new and/or updated data and system and application software.

Design and build custom reports to meet various needs, including but not limited to state reporting requirements.

Assist with establishing and maintaining data backup procedures for all databases and application files.

Administer access security to database tables including: adding/deleting users; controlling database login passwords; authorization access to tables and procedures as defined by staff positions.

Support data analysis staff by developing and maintaining additional database tables, ad hoc data tables.

Act as technical backup to primary System Administrator and assists Systems Administrator with routine tasks.

Perform regular database system performance monitoring and troubleshoots and resolves database-related problems.

Design logical and physical databases. Coordinates database development as part of project team, applying knowledge of database design standards and database management system.

Test programs or databases, correct errors and make necessary modifications.

November 2011

Reviews project request describing database user needs. Estimates time and cost required to accomplish project.

Attend specification meeting with project team workers to determine scope and limitations of project.

Review and recommend definition of data as defined in data dictionary (information about data, including name, description, source of data item, and key words for categorizing and searching for data item descriptions.

Determines and enters changes to data dictionary descriptions, including type, structure and intended use of data within system.

Writes description of how user accesses data, referred to as logical database. Writes physical database description, such as location, and space requirements

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Database concepts, designs and processing, and techniques
Database administration, maintenance, and security
Principles of systems, program design, and implementation
Documentation techniques
Principles of operating systems

ABILITY TO:

Work independently with limited supervision.
Design, implement, and maintain databases.
Administer and control database access and security.
Administer operating systems.
Work with users to design and implement database tables, elements, standards and create supporting documentation.
Work as a team member and support team decisions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's of Arts degree in Computer Science or related field or equivalent work experience in data processing. Four years experience in data processing, with one year of database administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Sitting, standing or walking for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching.