MAJOR FUNCTION

This is highly scientific and/or technical work in the design and maintenance of citywide and enterprise databases. Work includes development and maintenance, on an organization-wide basis, of database standards, security measures to safeguard the integrity of data, database backup and recovery procedures, analysis of existing database efficiencies, training and support of staff and database users. Work is performed under the supervision of a Database Administrator or another higher-level administrator in Technology and Innovations (T&I), and is reviewed through observation, achievement of annual citywide goals and objectives, conferences and written reports for achievement of desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Install, configure and administer enterprise wide SQL Server and Oracle/PeopleSoft applications. Implement upgrades and customizations to these and other systems. Coordinates the design of enterprise database structures recommending the relationship of sets and data sets. Participates in the database schema design for the overall of projects. Develops and documents standards for the effective use, control, updating, maintenance and backup of citywide databases. Provides technical assistance to operators and supervisors within specific departments, in accordance with direction from the Database Administrator. Assures compatibility of database design and complimentary software, including database generators and reporters. Monitors existing database systems and coordinates closely with other Information Systems Services administrative personnel to achieve optimum efficiency of operation. Develops conventions for family names, user codes, passwords and file naming. Performs related work as required.

Other Important Duties

Coordinates and/or provides training for system personnel in the use of data base software. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the application of large scale enterprise databases version 12c and above, database design techniques and the principles and practices of database techniques and their applications/implementation. Ability to keep oneself informed of developments in the computer field. Ability to conduct independent research and analysis of a wide variety of highly technical material and develop appropriate recommendations. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to instruct and train users in the design of data base software. Developed skill in the use of microcomputers and the associated programs and applications that are necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in data processing, information systems, computer science, or a related field and three years of experience that includes systems analysis, database analysis and database management; or Possession of a high school diploma or an equivalent recognized certificate and seven years of the above-mentioned experience. Two years of the required experience must have included responsibility for the design and maintenance of at least one SQL Server 2014 or above system.

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