

DATABASE ADMINISTRATOR II

GENERAL DESCRIPTION

Performs moderately complex (journey-level) database administration work. Work involves planning, developing, maintaining, and monitoring integrated database systems; developing and implementing database policies and procedures; and maintaining data integrity. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Analyze, design, maintains database structures. Compares database tables, fields, mapping for best practice database functionality/strategies. Assists in developing goals and objectives for the use and improvement of an efficient and cost-effective database system.

Coordinates and supports migrations to new data management system software levels and tests the migrations to ensure data reliability and functionality.

Analyze, design, write, and configure SSRS reports.

Installs database software. Executes the procedures necessary to save, retrieve, and recover databases from hardware and software failures.

Maintains data standards, security, and integrity. Develop standards, guidelines, policies, and procedures designed to ensure the integrity of the database environment.

Prepares and develops database documentation, procedures, and definitions for data dictionaries.

Performs logical and physical data modeling, designs relational database models, and creates physical data models from logical data models.

Analyze, tests, and performs new and/or existing procedures, information systems, or database performance monitoring and implements efficiency improvements and effectiveness.

Assists with establishing and implementing database security controls and user access levels.

Assists with evaluating and recommending database software packages for potential acquisition.

Assist with general information systems technical support and documentation/testing as need.

Assist with analyzing/defining agency disaster recovery responsibilities and procedures for agency database.

Could be asked to perform other IT helpdesk type work.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in computer systems, data analysis, or database development, maintenance and administration work. Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred. Education and experience may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the principles, practices, and techniques of computer databases, database administration/programming, and systems design; of computer operations, systems, and procedures; of project control and cost estimating techniques; of computer database application systems; of data processing flowcharting techniques; of database structures and theories; of current database technologies; and of data analysis and evaluation techniques.

Knowledge of SQL Server 2005 and higher.

Knowledge of different IT helpdesk tasks, computer and network operating systems.

Skill in complex problem solving, in critical thinking, and in the use of a computer and applicable software.

Ability to identify and define user functional and technical database needs, to conduct short-range and long-range project planning studies, to develop reports, and to communicate effectively. Ability to compare database schemas and mapping for functionality and effectiveness.

Skill in building/writing SSRS reports. Experience with Crystal, SSIS, and other database report writing applications a plus.

Experience with Sybase, ASP.Net, RDBMS, and other programming languages a plus.

Military Specialty codes:

15-1141.00, 15-1199.06, 15-1199.09, 15-1131.00, 003741, 003743, 0800, 0808,