



City of Tempe

DATABASE ADMINISTRATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	408	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$85,465
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$115,378
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Database Administrator
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the IT Manager and other management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of professional level database experience with SQL Server or Oracle. Experience with Server Operating Systems administration and/or GIS Spatial database administration is preferred.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in Information Technology or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Participate in the physical design and creation of the physical data structures and is responsible for their integrity and efficiency. Coordinates data base design and development activities among application programmers, business systems analysts, systems programmers, and data center operations. Is conversant with data structures, communications systems characteristics and protocols, and has a working knowledge of related tools and techniques. Should be able to evaluate technical trade-offs for a particular environment and present such to management. Provides technical database training and support to Information Technology Division (ITD) staff.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Evaluates application technical needs and selects appropriate Data Base Management system (DBMS) software.
- Redesigns and restructures databases as needed.
- Creates and moves databases as required.
- Proposes technical standards, design rules, and conventions for creating and maintaining databases.
- Identifies and implements software tools to aid in data access.
- Refresh the data in test databases from production databases.
- Evaluates and maintains GIS spatial databases.
- Assists with the development and integration of spatial technologies and GIS deployment strategies.
- Installs and patches database software.
- Perform database loading, testing, and validation.
- Monitors database performance and initiates system improvements when indicated.
- Recommend database redefinition, redesign, and restructuring when indicated.
- Implements restarts, recovery, and backup procedures.
- Evaluates, installs, and supports appropriate hardware and software related to database administration.
- Recommend server configurations for databases and middleware systems.
- Upgrades database servers.
- Monitor database growth and file system utilization.
- Monitor middleware server performance.
- Administer the production of SSIS (SQL Server Integration Services) packages.
- Understands database licensing and advises on database licensing issues.
- Creates, maintains, and schedules scripts to support the database and middleware environments.
- Troubleshoot database connectivity issues.
- Create and maintain database users.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective June 1995
Revised May 1999
Revised August 2005
Revised Nov 2010 (Removed driver's license requirement)
Revised February 2014 (updated minimum quals)