Junior Database Administrator

Class Code: 1573
Work Days: 225

GENERAL PURPOSE

Collaborate with District Systems Support to maintain the Business Application databases, Business Intelligence environment and Data Warehouse environment. Work with Applications Support to develop/support database test plans and assist with interfaces to SQL server and Business Intelligence solutions; collaborate with Applications Development and Network team to monitor and assist with software interfaces to databases; implement and test database design, functionality, and tuning for performance; manage, monitor, and maintain databases; make requested changes, updates, and modifications to database structure and data; ensure database integrity, stability, and system availability; maintain database-related software license inventory; document configurations; install operating system software, patches, and upgrades; perform system backups and recovery; and conduct SQL server builds.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.

2. Monitor system and database performance and provide security measures, troubleshooting, and maintenance as needed.

3. Maintain database standards and naming conventions.

4. Maintain database tables, views, stored procedures, and functions.

5. Maintain components of different Business Intelligence solutions.

6. Maintain and support all functions of the Data Warehouse.

7. Resolve issues and restore service following database-related failures and outages.

8. Perform SQL Server maintenance and upgrades.

9. Install updates and patches as necessary to resolve problems or as prerequisites for upgrades or other projects.

10. Research, test, and verify proper functioning of software patches and fixes.

ESSENTIAL FUNCTION STATEMENTS (cont.):

11. Maintain an enterprise SQL data protection solution.

12. Generate documentation for staff and training.

13. Enforce database standards and procedures.

14. Enforce security standards.

15. Demonstrate attendance sufficient to complete the duties of the position as required.

16. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Microsoft SQL Server databases.

2. SAP Business Objects, Crystal Reports, Tableau.

3. Database server maintenance and support.

4. Data Warehouse architecture.

5. Structure Query Language (DML, DDL, DQL, DCL, TCL)

6. Windows server operating systems.

7. SQL performance monitoring, tuning and database troubleshooting.

8. SQL Server Instance upgrade and patch processes.

9. SQL Server Data backup and archiving solutions.

10. Data storage devices (e.g. NAS, SAN, DAS).

11. Microsoft Windows Active Directory.

12. Basic networking concepts (e.g. TCP/IP, DNS, etc.).

Ability and Skill to:

1. Manage multiple projects/requests.

2. Interpret and apply federal, state, and local laws, codes, and regulations.

3. Prepare complex clear and concise reports.

4. Communicate clearly and concisely, both orally and in writing.

5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

6. Establish and maintain effective working relationships with those contacted in the course of work.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in computer related field and three (3) years of experience in the areas of databases, data warehouse software, operating systems such as Windows server solutions, systems hardware, and data storage solutions.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and/or move up to 50 pounds; and lift up to 75 pounds with assistance from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

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

Employee typically works in an office environment that is fast paced with high pressure.

5/2022