

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Database Administrator</u>
Sch.& Grade	<u>PAT-8</u>
Class Code	<u>CI22</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Computer Technical</u>

PRIMARY PURPOSE:

Performs specialized and responsible work in the development, implementation, and maintenance of major computer databases citywide.

SUPERVISION:

Under general supervision of the Director of Information Systems.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs daily administration of computer databases to ensure proper performance, security, and data integrity is maintained.
2. Works with various City departments and agencies to analyze data flow, develop informational models, and define data attributes.
3. Develops normalized database designs of high integrity, implements the design, and produces entity relationship diagrams to document the database.
4. Tunes database structures and settings to obtain optimal performance and security. Detects potential problems early.
5. Develops and implements plans for database replication and synchronization among major City databases and for data warehousing.
6. Ensures backend database products work with front end data access software, including client/server applications utilizing stored procedures and triggers.
7. Assists in selection of data management tools and installation of new database systems.
8. Ensures future database systems are compatible, efficient, and easily maintained.
9. Automates database data reports and distribution.
10. Produces Information Systems management reports to describe database configurations.
11. Communicates with users, database vendors, and software application developers on a regular basis including gathering details, assessing problems, and recommending possible solutions.
12. Assists various City departments with miscellaneous data importing, exporting, scrubbing, and database integration.
13. Provides departmental training on the use of database systems, as assigned.

IMPORTANT FUNCTIONS:

1. Performs minor office administration tasks such as copying, filing, faxing, etc.
2. Delivers and picks up specific computer reports.
3. Drives to various city departments located throughout the city to provide computer data support as assigned.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Modern database and distributed data systems; may include: ORACLE, MICROSOFT SQL, Watcom SQL, Microsoft Access, Xbase, Rbase, Clipper, AS/400, Unisys DMS/1100, UNIX, etc.; computer functions such as printing, spreadsheets, word processors, graphics, local area networks, and CASE tools. Computer Programming experience is a plus.

Abilities

Determine database design and support needs and produce supporting written documentation; prepare clear, concise and comprehensive reports; train and assist employees in various operating departments; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Information Systems or related discipline, plus at least one year experience in computer databases. Education, training, and/or work experience must have included experience in Relational SQL Databases. Equivalent work experience may be substituted for the degree requirement.

Physical Requirements

Performs bending, squatting, kneeling, reaching from ground level to overhead; lifts, carries, pushes and pulls up to 40 pounds; must be able to hold and grip objects; must be able to operate a computer keyboard and/or mouse; may be subject to sitting for long periods of time.

Working Environment

Indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle during the course of performing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 5692
Comments:	Updated Abilities	Date: July 2, 2007

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____