

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DATABASE ADMINISTRATOR **GRADE:** 15

TITLE ABBREVIATION: DATABASE ADMIN **TITLE NO.:** 6246

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: INFORMATION TECHNOLOGY SERVICES **DIVISION:** SYSTEMS INTEGRATION

SUPERVISOR' STITLE: DIRECTOR OF SYSTEMS INTEGRATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves the analysis and management of Orange County databases. The incumbent is responsible for designing, maintaining and monitoring database structures to meet department needs. Other duties include data organization, storage, security, and recovery. Work is performed under the general supervision of the Director of Systems Integration. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Meets with department heads and line staff to determine user needs and develops specifications for databases suitable for individual applications;
2. Assists in the development and review of Requests for Proposals for database software;
3. Monitors databases for usage, response, breach of privacy, and potential restructuring;
4. Manages mass information storage resources by determining the physical placement for all data records incorporated into the database;
5. Establishes standards and audits database usage to insure compliance with established standards;
6. Coordinates activities with computer operations for providing back-up and recovery;
7. Reorganizes and/or restructures the database to accommodate physical or logical changes;

8. Reviews both new and proposed systems or requested changes to existing applications in terms of database usage and impact on database structure, storage requirements and hardware capabilities and makes recommendations for change or modification;
9. Recommends and designs improvements to existing production and project database structures through changes in data location, addition of new relationships between data components or the elimination of unused information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of database management systems and design methods; thorough knowledge of database software and hardware capabilities and applications; good communications skills; ability to analyze database requirements; ability to think logically and independently solve problems; ability to handle multiple tasks simultaneously; ability to manage projects and meet deadlines; ability to prepare and present comprehensive reports both orally and in writing; ability to maintain skill level as technology changes; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree, or higher, in computer science, mathematics or related field and three (3) years of paid work experience in database management and design; OR
- (B) Associate's Degree in computer science, mathematics or related field and four (4) years of experience as defined in (A) above; OR
- (C) Possession of a database certification (including but not limited to, Oracle, Microsoft SQL, IBM) or thirty (30) college credits in computer science and five (5) years of experience as defined in (A) above.

Note: Education beyond a Bachelor's Degree in the field of computer science, mathematics or related field may be substituted for experience on a year for year basis.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 03/19/24 dc