

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: DATABASE ADMINISTRATOR

TITLE #: 1834

DISTINGUISHING FEATURES OF THE CLASS: The work involves the analysis and management of databases in a school district or Orange-Ulster BOCES. The incumbent is responsible for designing, maintaining and monitoring database structures to meet the district or BOCES needs. Other duties include data organization, storage, security and recovery. Work is performed under the general supervision of the Chief Information Officer , Assistant Director for Technology at BOCES or other designated supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts research and makes recommendations on database products, services, protocols and standards in support of procurement and development;

Establishes appropriate end-user database access control levels and monitors usage, response, breach of privacy and potential restructuring;

Creates models for development of new databases or modifications to existing databases and makes recommendations based on impact on database structure, storage requirements and hardware capabilities;

Resolves access and performance issues for users, insuring compliance with established standards;

Manages mass information storage including storage procedures and physical placement of all data records and implements efficiency improvements;

Plans and coordinates data migrations between systems, new relationships between data components and elimination of unused information;

Designs redundant systems, backup policies, disaster recovery procedures and data archiving; coordinates back-up and recovery; ensures protection and integrity of data assets;

Monitors, optimizes and allocates physical data storage for database systems, maintaining change control and testing processes for modifications, to accommodate physical or logical changes;

Assesses and develops long-term strategic goals for production databases in conjunction with data owners and department and district managers;

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Creates required reports in response to business user needs;

Performs database transaction and security audits;

Installs and configures relevant network components to ensure database access as well as database consistency and integrity;

Develops routines for end-users to facilitate best practices database use.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of database management systems and design methods; thorough knowledge of hardware and software capabilities and applications; thorough knowledge of database programming systems including SQL; good communications skills; ability to analyze database requirements; ability to think logically and independently solve problems; ability to handle multiple tasks simultaneously; ability to communicate technical information both orally and in writing; 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; ability to install, test and maintain database products, read and understand technical literature; conduct post-implementation review and problem resolution; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree in computer science, mathematics or related field and three (3) years of paid work experience in database management and design; OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree in computer science, mathematics or related field and four (4) years of experience working 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.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 11/25/14 AT