POSITION DESCRIPTION

DIVISION OR INSTITUTION Office of Information Technology	**UNIT OR OFFICE** ISD/ Enterprise Computing

AGENCY/DEPT ID
DAS505250

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER 20006474

☒ Reclassification ☐ New Position ☐ Update Position Hyperlinked to ☐
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION Database Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE Data Base Administrator 2

JOB CODE 64157

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Knowledge, Skills & Abilities
60	Manages the database group across multiple hardware & software platforms & supervises database administration specialists: determines time, cost & personnel estimates for all new database applications, existing maintenance & associated programs; develops & maintains standards for data reporting design, data administration, data loading, security, backup & recovery procedures & naming conventions; analyzes all new computer systems for feasibility of database utilization; evaluates systems for efficiency; participates in long term planning relative to resources needs & in making budget recommendations executing under relational & hierarchical database management systems (e.g., Relational: Supra DBA, DB2 DBA, Oracle DBA; Hierarchical: IMS DBA & Microsoft SQL); plans, administers & coordinates all activities related to operation of medium to large & complex database system; approves logical & physical location of all database records & ensures available storage for systems; collects & monitors statistics on system usage & growth & processing efficiency; provides technical assistance & consultation to programming & system analysis staff &/or other users; reviews & analyze s all technological advances in database industry; confers with database management system software vendors; assists in analysis & implementation of database training; assists in analysis/purchase of database software	Knowledge of (1) computer science; (2) employee training & development; (3) supervisory techniques; (4) agency/division policies & procedures*; (5) interviewing; (6) systems analysis & design; (7) Relational: Oracle DBA, Supra DBA, DB2 DBA. Hierarchical: Microsoft SQL & IMS DBA; (8) customer relations management; (9) meeting management techniques. Skill in (10) use of use of personal computer & associated hardware/software Ability to (11) deal with many variables & determine specific action; (12) read & interpret extensive variety of technical information systems material; (13) communicate effectively with agency representatives, large & small audiences on technical & non-technical issues; (14) interpret complex technical documents & position papers; (15) write status reports & policy documents; (16) effectively resolve service level issues with other agencies.

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE Spencer Word (pr)	DATE 2/25/14

ADM 4107 R 10-08   An Equal Opportunity Employer

POSITION DESCRIPTION

POSITION DESCRIPTION	AGENCY/DEPT ID DAS505250

DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Enterprise Computing	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006474

JOB CODE TITLE Data Base Administrator 2

JOB CODE 64157 *apd 2/25/14 (pm*

☒ Reclassification	☐ New Position ☐ Update Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Confers & meets with users, vendors &/or other section managers in order to exchange information, resolve difficult or technical problems &/or to coordinate operations; attends management-level meetings & provides expert advice to higher level management personnel; attends training classes &/or seminars; assign work & prioritize assignments related to projects undertaken by section; establishes specific goals for each subordinate, evaluates employee performance & establishes measures by which performance can be measured; provides training for staff concerning both technical & personnel issues; performs administrative functions (i.e., approval of requests for leave, payable time approval, completes performance evaluations, issues discipline); develops training curriculum for individual employees facilitating staff development & education in developing technologies; promotes a customer centric service delivery.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9 Skill in 10 Ability to 11, 12, 13, 14, 15, 16

This position must submit to & pass a personal background check.

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE *Spencer Woolpen*	DATE 2/25/14