DATABASE ADMINISTRATOR

JC: IC120   **PC:** 890
PB: 07   **BU:** 31
FLSA: Non-Exempt   July 2001

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are __not__ intended to reflect all duties performed within the job.

DEFINITION

Develops and maintains database applications; provides in-house technical and analytical support on database issues; ensures integrity control of applications; trains programming staff and users on the use and application of databases; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class serves as the in-house technical expert in this specialized area of the information systems field. On a consulting basis, the incumbent provides assistance and training in the use and application of mainframe data bases to both support in the areas of software analysis and for design for office automation and microcomputer applications.

EXAMPLES OF DUTIES - D*uties may include, but are not limited to, the following:*

1. Manages, administers and monitors computer database systems; designs and modifies new and existing database structures.

2. Assists programmers in the design and coding of computer system programs; develops program logic and processing steps; tests and validates programs.

3. Develops policies, procedures and standards for database use; develops and monitors security procedures.

4. Executes database reorganization and recovery procedures; runs purge and history loads.

5. Coordinates database development activities with those of other divisions; gathers and analyzes user requirements; assists with program implementation.

6. Writes program documentation and user procedures and instructions; provides technical support to end users.

7. Develops conversion programs; determines feasibility of mainframe to microcomputer and microcomputer to mainframe conversions; loads and populates databases; develops conversion/exception reports.

8. Develops computer back-up and restoration procedures and programs.

9. Stays abreast of new trends, innovations and software in the field of database management; evaluates and implements changes.

10. Maintains a variety of records; prepares periodic and special reports.

QUALIFICATIONS

Knowledge of:
- Operational characteristics and activities of a database management program
- Operating characteristics of computer hardware
- Current and complex principles and practices of database management and computer programming
- Methods and techniques of computer programming for business and administrative applications
- Design techniques for forms and documentation
- Methods and techniques of developing system and security policies and procedures
- A variety of programming languages
- Methods and techniques of computer job planning, prioritizing and scheduling
- Principles of database technical documentation
- Related Federal, State and local laws, codes and regulations

Skills/Ability in:
- Designing and modifying database structures
- Creating computer back-up and restoration procedures
- Analyzing user needs and designing complex database systems
- Preparing clear and concise reports, programming documentation and user procedures
- Developing logical procedures for database management
- Developing tests to validate database design and use
- Training non-technical users in the operation of new/revised database applications
- Utilizing appropriate computer software and programming languages
- Assessing, troubleshooting and resolving problems
- Operating a variety of computer hardware and office equipment
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:
A Bachelor's degree in computer science, mathematics, business administration or a related field.

Experience:
Four (4) years of full-time equivalent verifiable professional experience in database management and administration.

Substitution:
Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.   A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:
Office environment; computer room environment; exposure to computers.

Physical Conditions:
May require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

BART EEO-1 Job Group: 3500 - Professionals
Census Code: 1060 – Database Administrators
Safety Sensitive: N