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| **Class Title:** | Database Administrator I | **Class Code:** | 3425 |
| **Department:** | Information Systems | **Grade:** | 26 |
| **FLSA:** | Exempt | **Eff. Date:** | 12/23/2022 |

**GENERAL PURPOSE**

Under general guidance and direction from the Director of Information Systems or designated manager, this position performs complex technical duties in designing, maintaining and modifying county database systems. Provides services on new development and/or maintenance projects on any county software system.

**EXAMPLE OF DUTIES**

Analyzes, implements, installs and maintains SQL and other relational databases for County systems. Analyzes, monitors and administers database performance, security, integrity and capacity; takes remedial action as necessary. Performs all database administrative functions related to packaged software implementation including creation of test and development databases, version control, etc.

Creates and maintains data models, repositories, directories and documentation that relates to databases. Maintains repository of standards and policies pertaining to design, coding and interface of data.

Assists in data conversions. Assists in writing scripts and programs to update data or move data to other structures. Uses software tools to develop and maintain databases. Monitors database backups and restoration; ensures database integrity.

Advises developers on database design with emphasis on performance and standardization. Participates on software design teams as advisor on database design and implementation.

Works with external organizations, agencies and other levels of government, as well as within the county, concerning data sharing and electronic data interchange.

Maintains and assigns user and developer access to County systems. Assists users with database problems; advises developers and technicians on solutions. Assists users with system access problems.

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

1.      **Education and Experience**:

Graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Information Systems, or a closely related field. An acceptable combination of education and experience may be considered.

2.      **Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3.     **Necessary Knowledge, Skills, and Abilities**:

*Knowledge of:* SQL database design tools, techniques and principles; information systems analysis, design, development, implementation, and operation in a network environment; creation and maintenance of stored procedures, triggers and functions; database methodologies, optimization and data integrity;

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

*Ability to:* analyze and solve complex problems; analyze, design, modify, and maintain databases; read and understand technical manuals; troubleshoot problems and recommend solutions; perform advanced math functions; set priorities and work with minimal supervision; establish and maintain effective working relationships with supervisors, other employees, other departments, and the general public; communicate effectively (orally and in writing); follow written and oral instructions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***