

DATABASE ADMINISTRATOR

DEFINITION

Under direction, installs, implements, and maintains the database management systems that support branch-wide software applications; performs related work as assigned.

CLASS CHARACTERISTICS

This is a journey-level class, and incumbents are fully competent to independently perform the full range of database administration duties. Incumbents are responsible for the management of database products on a variety of platforms and for the support of related software products.

EXAMPLES OF DUTIES (*illustrative only*)

- Defines specifications for and participates in the evaluation and recommendation of database server hardware, new products, and enhancements.
- Installs database software and application tools.
- Plans, implements, and maintains databases for optimal performance.
- Provides operational support for databases, including startup, shut-down, backup, and recovery of the physical databases.
- Defines security of and controls access to databases.
- Works with information systems staff to develop, create, update, and convert databases.
- Establishes coding standards for developers.
- Makes recommendations at every stage of a project, from design to implementation, on issues that affect database design.
- Directs and reviews the work of other database administrators as necessary.
- Sets standards for branch-wide database administration as required.
- Keeps up with current technologies (e.g., reading publications and attending seminars) and applies updates to hardware and software used in the judicial branch.

WORKING CONDITIONS

- Must be able to respond to information systems emergencies.
- Work occasional evening and weekend hours.

QUALIFICATIONS

Knowledge of:

- Principles of systems design and development.
- Principles of relational database management systems.
- Principles of information security.
- Principles of data normalization.
- Software development tools, languages, and report generators.
- Principles of program design, development, testing, and documentation.
- Principles of common hardware platforms and the interrelationships of operating systems.
- General principles of business organizations and operations.
- Principles and techniques of project management.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Design and develop databases that meet organizational business needs.
- Use software development tools, languages, and report generators.
- Prepare effective written material for user and system documentation.
- Prepare information security protocols.
- Prepare and manage contracts for systems products and services with appropriate Judicial Council staff.
- Develop and track project plans.
- Organize own work, set priorities, and meet critical deadlines.
- Maintain and apply current technical knowledge.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in computer science, and three years of experience in installing, implementing, and managing databases.

Education in a related field may be substituted for the experience on a year-for-year basis to a maximum of one year.