

## **CLASS TITLE: DATABASE ADMINISTRATOR II**

**PURPOSE OF THE CLASSIFICATION:** Under direction, creates databases, performing administrative tasks involving technical analysis, maintenance, support, recovery and monitoring system performance and other related assigned duties.

### **ESSENTIAL TASKS:**

- Creates and maintains databases to ensure availability for customers
- Provides support to others engaged in database activities
- Creates users and monitors security
- Grants and monitors database privileges
- Writes Structured Query Language (SQL) procedural scripts to query tables
- Monitors and manages physical and logical storage
- Develops backup and recovery procedures for databases
- Works service requests including but not limited to backups and refreshes
- Participates in mentoring/training of other Database Administrators and develops documentation for user problem-solving issues, including database and user manuals
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, mathematics, statistics, industrial engineering or other related fields; and four (4) years of progressively responsible experience in systems analysis and/or database administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Database Administrator Progression Criterion Document for additional requirements.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods and techniques used in analysis and maintenance of databases; comprehensive knowledge of data processing techniques; and considerable knowledge of systems analysis and/or database administration. Ability to monitor and recognize database problems and solve quickly; ability to maintain database security; ability to use standard SQL and write SQL procedural scripts to query tables; ability to communicate effectively, both verbally and in writing; ability to recover database after major outages; demonstrated ability to work independently using knowledge and best practices; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional lifting and carrying up to 60 pounds; occasional pushing and pulling up to 60 pounds; may be subject to sitting, walking, standing, reaching, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; some positions within this classification may be on-call 24 hours a day, 7 days a week; and may require travel to various City locations.

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**Class Code: 1518**

**EEO Code: N-02**

**Pay Code: IS-40**

**Group: Clerical and Administrative**

**Series: Data Processing and Information Services**

**Effective date: August 21, 2019**