

TITLE: DATABASE ADMINISTATOR

CODE: 12664

GENERAL DESCRIPTION:

This is very responsible multiple relational databases administration work at the advanced level involving Oracle applications in PCs and LAN operating systems.

Work involves responsibility for evaluating, recommending, installing and administering multiple rational databases in a District wide system. Duties include creating and redesigning databases, writing macros, batch programs, database reports and queries; provide RDBMS maintenance functions, archiving and disaster recovering, and virus detection or protection. This position also has the responsibility for making difficult database administration decisions. This work requires that the employee have considerable knowledge, skill and ability in multiple relational databases in a network environment.

SUPERVISION RECEIVED:

Works under the general supervision of a manager or higher level staff.

EXAMPLE OF DUTIES:

Evaluates, recommends, installs, and administers multiple relational databases and database products. Organizes and chairs technical reviews of Oracle applications for pre-production and post production tuning.

Assists Network Administer with network security; detects and identifies improper access of databases, develops user code and password schemes. Establishes and controls internal users access.

Implements and maintains the District wide plan for virus detection or protection.

Provides routine RDBMS maintenance functions to insure data integrity; creates backup policy and procedures.

Performs archiving through the removal of data from server; indexes and stores data through the creation of an indexing system.

Implements disaster recovery procedures to insure data integrity and performs recovery procedures as necessary. Creates database disaster recovery plan and identifies level of fault tolerance.

Perform related work as required.

TITLE: DATABASE ADMINISTATOR

CODE: 12664

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of database languages in network systems and applications.

Good knowledge of WAN and LAN systems.

Considerable knowledge of public administration principles and practices as they apply to database administration in a network environment.

Considerable ability to communicate orally and in writing and to coordinate database administrative activities.

Good ability to administer policies and procedures related to multiple relational databases in network environments.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, other governmental agencies, customers, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in computer science, information systems, business administration or related field plus four years experience in network programming applications including at least three years with Oracle. Experience with client/servers in Powerbuilder, VB, SQL, C and C++, and relational databases or related.

SPECIAL REQUIREMENTS:

Must have or be able to obtain within six months Oracle certification.

Must have a valid Connecticut driver's license.