



# Database Administrator

## Job Description

Department: Information Systems  
Position: Career Service  
Grade: 518  
Supervisory: No  
Reports to: Assistant Director – Information Systems

### Summary

Under the guidance of the Director and the direct supervision of the Assistant Director – Information Systems, develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of databases. Implements data models, database designs, data access, and table maintenance. Resolves database performance and capacity issues, replication, and other distributed data issues. Performs mission critical database administration work in Oracle and potentially other platforms.

### Essential Functions

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

1. Recommend solutions by defining database physical structure and functional capabilities, database security, data back-up, and recovery specifications.
2. Identify database requirements by analyzing county applications, programming, and operations; evaluate existing systems and design proposed systems.
3. Maintain database performance by calculating optimum values for database parameters; implement new releases; complete maintenance requirements.
4. Evaluate computer operating systems and hardware products.
5. Maintain quality service by establishing and enforcing organization standards.
6. Perform data queries; coordinate testing, train users, and provide documentation.
7. Work with other IT groups to ensure security procedures are maintained and adhered to.
8. Ensure adequate system resources (disk space, memory, etc.); develop strategies for improving system performance.
9. Participate in regular security audits.
10. Program database functions, procedures, packages, and triggers.
11. Develop database utilities and automated reporting.
12. Document database standards, policies, and procedures.
13. Other related duties, as assigned.

### For Office Use Only

Job Code: 2965  
Job Title: Database Administrator  
FLSA: Exempt  
Effective Date: 1/17/2020  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of Oracle Enterprise Edition
- Knowledge of Microsoft SQL Server
- Knowledge of security procedures and technologies and an understanding of audit processes
- Skilled in monitoring and tuning a database to provide a high availability service and optimum storage capability
- Skilled in query optimization and initialization parameters
- Skilled in Oracle backup and recovery procedures
- Skilled in programming in a procedural format using PL/SQL
- Intermediate knowledge of hardware and networking
- Skilled in various scripting languages
- Skilled in data modeling and design
- Skilled in problem-solving
- Ability to work with application developers to ensure that the necessary changes to the database meet the required deliverables
- Ability to provide excellent customer service and public relations outreach
- Ability to effectively manage multiple priorities and meet deadlines
- Ability to adapt to varied roles and job responsibilities
- Ability to use a life cycle management process for implementation of changes in technology
- Ability to excel both independently and as a team member
- Ability to communicate effectively verbally and in writing
- Ability to communicate difficult concepts and make them easy to understand

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment but occasionally exposes incumbent to electrical hazards during systems installation and maintenance. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up fifty (50) pounds. The employee occasionally drives a motor vehicle.

**Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor’s degree in a related area or equivalent.
2. Two (2) years conducting general database administration tasks, such as database implementations, backups, and account maintenance.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Master’s degree in Information Systems or related.
2. Certifications such as MCSE DBA, Oracle Associate, or equivalent.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

Signatures

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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