

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### DATABASE ADMINISTRATOR

**Department:** Information Technology  
**Pay Grade:** 114  
**FLSA Status:** Exempt  
**Job Class:** 2032  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for the administration of all County databases and for establishing, maintaining, and administering comprehensive security measures and accuracy/integrity of County databases.

#### ESSENTIAL JOB FUNCTIONS

- Responsible for developing reports, dashboards, and performing analytical analysis using SSRS, SSAS, SSIS, PowerBI, Crystal Reports or other similar products.
- Creates and maintains all County databases. Plans and directs the design and maintenance of entity relational diagrams and table instance charts for all databases.
- Oversees the administration of a wide range of policies and rules pertaining to its management, security, maintenance, and utilization. Sets and monitors standards.
- Advises management on database concepts and functional capabilities.
- Evaluates and designs existing or proposed systems to structure and access databases. Analyzes database requirements of the user departments, applications programming, and operations.
- Submits recommendations for solutions that require definition of the physical structure and functional capabilities. Proposes detailed specifications and flowcharts and coordinates database installation of revised or new systems.
- Monitors and plans database storage space utilization. Ensures that the databases are optimally tuned. Reorganizes databases as required.
- Plans and implements database backup and recovery procedure. Monitors and maintains database security. Evaluates new versions of database software and tools. Troubleshoots database problems as required.
- Confers with other Information Technology employees on unusual and difficult procedures and offers advice and assistance as needed.
- Oversees the coordination of technical aspects of the database process, including the establishment of standards, instituting proper recovery systems, and general application support of all data base projects.

- Implements, maintains, and provides support for all file structures on all systems. Develops recommendations and courses of action necessary to attain designed objectives. Provides internal and external user support. Resolves all problems as assigned and makes recommendations and reports any unresolved problems for resolution.
- May be required to work outside normal business hours, participate in an on-call rotation, have the ability to perform work remotely, respond to emergencies on a 24/7 basis, and carry a mobile phone
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree minimum, Bachelor's preferred, in Information Systems, Computer Science, or related field; and three (3) years' minimum, five (5) years' preferred, progressively responsible experience in database maintenance and administration; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.

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

##### **Language Skills**

- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

##### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Problem-Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to function independently as an expert in matters of specialized analysis or complex technical systems.

### **Specialized Skills and Abilities**

- Knowledge of current principles, practices, and techniques of database and related information systems management.
- Knowledge of local and wide area networking fundamentals.
- Knowledge of and expertise in current systems and methodologies regarding relational database architecture, structure, and design.
- Knowledge of and expertise in information systems security, e.g., database backup, archive and emergency recovery; assigning security rights and privileges; firewall protection.
- Knowledge of programming in current commonly used languages, e.g., Delphi, Pascal or SQL applications.
- Knowledge of and expertise in schema design and data optimization principles, methods, and techniques.
- Ability to work with limited supervision.
- Ability to plan, schedule, coordinate, and review the work of subordinate technicians.
- Ability to communicate effectively and tactfully with department officials and other administrative personnel.
- Ability to organize material, analyze information, and develop recommendations.
- Ability to plan and prioritize work and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Updated: 8/2022

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*