

DATA BASE ADMINISTRATOR

DEFINITION

Under general supervision is responsible for Dane County's data resource planning and management efforts in administrating the operations of the data base management system software environment.

EXAMPLES OF DUTIES

Plan and coordinate long-range strategic data and business models. Develop, maintain, and audit database and data naming standards. Assist application developers with the logical design, implementation, maintenance, performance, and tuning of their application systems. Design and implement physical data bases. Maintain security for data base products. Administer utilities such as backup, recovery, and control area maintenance. Monitor data base environment and make recommendations for tuning and performance enhancements. Work with systems programmers and other staff members to resolve database problems. Maintain database components and languages. Establish policies and procedures necessary to enhance the efficient utilization of database resources.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from a four year college with major work in system analysis, computer science or related field and five years of progressively responsible professional experience in programming, systems analysis and project leadership with major emphasis in database management systems.

Knowledges and Abilities: Thorough knowledge of analysis and design principles and methods, data modeling, and data structures; extensive knowledge of database technology and components, programming languages and hardware; knowledge and understanding of existing county application systems; ability to communicate effectively, orally and in writing; ability to work effectively with others; must possess strong interpersonal skills; strong problem solving ability; project leadership skills.