

POSITION CLASS TITLE: ASSISTANT DATABASE ADMINISTRATOR (BOCES)

JURISDICTIONAL CLASS: Competitive

CIVIL DIVISION: Schools

AUTHORIZATION: Oswego County Personnel Officer
August 2015 (Revised 9/18)

POSITION CLASS DEFINITION:

Essential nature of work, degree of difficulty and responsibility.

This position exists in the Oswego County BOCES School District and is responsible for providing technical support for all database applications in development and production. Employee manages database administration and assists in capacity planning. The Assistant Database Administrator develops web-based applications as required to support the priorities of the organization and their database systems. Work is performed under the general direction of the Database Administrator.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Participates in data administration, data design, web interface development (PHP and similar scripting languages), SQL (system query language) and applications, and architecture and database analysis;
- Reviews database design and integration of systems and makes recommendations regarding enhancements and/or improvements;
- Establishes and maintains security and integrity controls;
- Provides appropriate consulting, interfacing, and standards relating to database management and monitors transactional activity and utilization;
- Prepares and/or reviews activity, progress, and performance reports;
- Maintains computerized databases including relational databases to insure accurate appropriate and effective use of data including database definition, structure, documentation, long-range requirements, and operational guidelines;
- Diagnoses, resolves, and implements measures to prevent problems in applications and system software;
- Designs data storage and management processes for specific data warehouse projects;
- Works with data architects and other development team members to determine, establish, and maintain database facilities suitable for development of SQL application architectures;
- Assists new application development teams in determining complex database environment requirements;
- Performs quality control audits to ensure accuracy, completeness, and proper usage of data in tables and various support tools such as data dictionaries.

ASSISTANT DATABASE ADMINISTRATOR (BOCES) (2006)

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

GOOD KNOWLEDGE OF: principles, practices, and methods related to database management systems and administration; data administration policies and standards, data definition, modeling and logical design, database design, and quality control; web-based technologies and development tools.

ABILITY TO: analyze, evaluate, troubleshoot, and resolve database system problems; conduct research and evaluate new database technology; train employees in the use of database software and translate technical terminology into terms understandable to other staff; prepare user manuals and systems documentation; 25. communicate effectively, both orally and in writing; 239. organize work effectively; 208. understand and follow technical oral and written directions; 115. operate a personal computer and Local Area Network; 123. perform detail work.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in computer science, information technology, or closely related field; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university with an associate's degree in computer science, information technology, or closely related field and one (1) year of experience designing and troubleshooting databases; **OR**
- C. An equivalent combination of training and experience as defined by the limits of "A" and "B" above.