

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
IT Analyst 3	C	4	5	Exempt
POSITION TITLE: Database Administrator		POSITION#:		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)		Date:		
SERVICE TYPE:		AFSCME		
Employee Name:		Department: IT	Supervisor: IT Director	
FTE: 1.0	Employment Status: Regular Full Time			

Position Summary:

Coordinates and provides a wide variety of complex professional level work in the analysis, design, installation, configuration, implementation, administration, problem solving, and technical optimization of database systems and database management software. Provides complex technical support for database management systems and related system software to ensure database quality, integrity, and performance. Designs and implements databases, data lakes and data warehouses; and performs other technical tasks relative to the administration of the county's databases.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Database Design, Installation and Upgrades Essential Duties: <ul style="list-style-type: none"> • Provides configuration, installation and administration of the county's database systems and third-party vendor database products. • Evaluate, design, review, recommend and implement database schema and platforms. • Advise management of required upgrades, changes in service delivery or replacement of current hardware or database version releases. 	35%
2	MFA: Database Security <ul style="list-style-type: none"> • Ensure secure environment consistent with department and County technology security standards for databases and processes. • Coordinate and respond to third party database performance and security audits. 	25%
3	MFA: Data Warehousing Essential Duties: <ul style="list-style-type: none"> • Work with stakeholders to understand business requirements and translate into appropriate data warehouse design. • Develop and maintain standards of all data lakes and data warehouses. • Collect, document, and organize all business metadata. • Administer and document data integration points and all data warehouse facts and dimensions. 	20%
4	MFA: Database Support Essential Duties: <ul style="list-style-type: none"> • Create and maintain databases. • Ensure database quality, integrity, and performance. • Manage database backups; migrate current databases into new database structure or platform when required; tune databases and applications. • Generate and monitor database management reports. • Develop and maintain documentation. • Formulate and enforce standards for data management. 	20%

	<ul style="list-style-type: none"> • Monitor all databases and resolve issues. 	
	And other duties as assigned.	
	Percentages should total 100%	100%

Special Requirements:

Hiring is contingent upon successful completion of a DBA Skills Assessment Test.
 Experience with Microsoft SQL, MariaDB/MySQL, Windows and Linux operating systems required.
 Experience with PowerShell preferred.

Hours are 8am-5pm but Database Administrator can be called in by IT On-Call person or as directed by their supervisor for emergency response to a database systems failure. Regular after-hours or weekend work may be necessary to maintain efficient and secure operations and accommodate reasonable outages for customers.

Incumbents will be expected to gain the necessary knowledge to obtain and maintain knowledge and certifications that relate to specific duties.

Incumbents interact with criminal justice data and protected health information; therefore, they will be required to pass a background investigation and complete mandated training and/or certifications.

Incumbents require a valid driver's license. This position requires driving and may require use of a personal vehicle.

Physical Requirements:

Reaching, standing, walking, sedentary work, occasional lifting of up to 25 pounds.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.