

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8155
Pay Grade: E08

FLSA: Exempt
PTS

DATABASE ADMINISTRATOR
REPORTS TO: Director, Application Support and Development
SUPERVISES: Senior Application Specialist Programmer Analyst
QUALIFICATIONS: IT-related bachelor's degree from an accredited college or university preferably in MIS or a related area plus five (5) years progressively responsible experience in programming, systems analysis, systems design work, database programming experience writing and maintaining complex database objects using Microsoft SQL Server to include three (3) years of information systems project management experience. Database management and experience using DB2, MySQL, SQL Server Integration Services, SQL Server Analysis Services and SQL Server Reporting Services is required. Experience with hardware and applications required; or an equivalent combination of education, training, and related Pinellas County School Board experience. Microsoft technology certification desired in Microsoft Certified Professional (MCP), Microsoft Certified Application Developer (MCAD), Microsoft Certified Solution Developer (MCSD), and/or Microsoft Certified Database Administrator (MCDBA).
MAJOR FUNCTION
Responsible for creating data structures and database management capabilities to enable the development of application solutions involving operational databases and solutions utilizing business intelligence and data warehousing databases. Accomplishes this with strong troubleshooting, performance tuning skills, strong problem-solving, and analytical and diagnostic skills.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Ensures high availability, security, and integrity of assigned databases• Implements data models and database designs and enables applications with efficient backend access and processing• Resolves database performance, capacity, replication, and other distributed data issues• Installs and configures Database Management Systems (DBMS) and applicable service packs and/or patches• Develops and implements database maintenance plans, including performing integrity checks, updating statistics, and monitoring security and hardware resource utilization• Establishes regular backups of databases and transaction logs• Manages logins and user accounts, including assigning database object permissions and ancillary privileges• Schedules and manages jobs for data transfers and sundry procedures and monitors performance and impact on operations• Participates in data modeling and database logical and physical design• Upgrades patches, configurations, backup, and maintenance of database installation• Designs and physically implements Online Transaction Processing (OLTP) and Data Warehouse databases• Creates physical database structures (e.g. tables and table spaces) and related documentation

DATABASE ADMINISTRATOR

ESSENTIAL RESPONSIBILITIES (Continued)

- Ensures technical metadata entries are accurate and complete when new or modified databases are moved to production
- Transforms logical data architectures into physical data designs according to database design best practices
- Provides testing and performance tuning support
- Develops scripts to automate routine and repetitive database administration tasks
- Creates/tunes/optimizes indexes, stored procedures, Data Transformation Services (DTS)/SQL Server Integration Services (SSIS) packages and SQL jobs
- Participates in application development processes and code reviews of database objects
- Analyzes long-term database performance trends to optimize database and application performance
- Configures database server to work with middleware, web servers, and Online Analytical Processing (OLAP) tools
- Configures, supports, and optimizes replication
- Assists teammates with performance testing and code collaboration
- Reviews proactively the SQL systems for defects or improvements
- Provides At-the-Time investigations of performance issues (blocking, excessive resource consumption)
- Determines causes of free space consumption (log or data file growth, extraneous files, new databases)
- Analyzes large environment utilizing PowerShell and other management tools
- Works as part of a team on projects and program initiatives which are moderately complex
- Leads small projects; often works on multiple complex projects
- Works primarily with database analysts, database administrators, data architects, application development teams, production support teams, technical engineering teams, and reference architecture teams
- Works with data architects and/or other database administrators to identify process improvements to support delivery of business and IT strategy
- Works with application development teams to define needs and translate into technical deliverables
- Works as part of a team of data management professionals supporting a portfolio of development projects both regional and global in scope
- Monitors work of vendor partner resources and database analysts
- Provides guidance to new team members
- Adheres to data modeling guidelines, best practices, and data governance and standards
- Sets-up and schedules data replication, backup, and recovery to meet requirements and standards
- Promotes adherence to and participates in the creation of database-related best practices, policies, procedures, and associated processes
- Assists in and influences the future direction for all database-related products, utilities, and tools
- Develops physical data architectures that enable robust and extensible solutions that meet both short- and long-term business requirements
- Focuses on the customer and client
- Drives innovation and change
- Continues familiarity with project life cycle methodology and the database administrator role, as well as other development project roles, e.g. business analyst and differentiated accountability within the methodology
- Designs and develops relational (and optionally hierarchical) databases, including ability to design for performance, scalability, availability, flexibility and extensibility, meeting security requirements
- Responsibilities include database deliverables; may be involved in all aspects of the development life cycle.

DATABASE ADMINISTRATOR

ESSENTIAL RESPONSIBILITIES (Continued)

- Conducts project management for new technology initiatives that relate to customer service and applications
- Advances the mission of providing exemplary service for district technology users to ensure complete customer satisfaction
- Monitors trends and impact of customer service needs and expectations
- Monitors and assesses capacities and directs the allocation of district technology resources to efficiently meet needs
- Solicits quality assurance input from technology customers
- Makes and implements decisions that address customer problems
- Participates in development of software and hardware standards for customers
- Meets with sales representatives and technical staff on hardware and software advancements to provide high-quality technology tools for customers
- Directs the implementation of recommended updates and changes in hardware and software
- Assists with departmental budget preparation and participates in long-range planning sessions with other management-level personnel
- Represents district interests and needs to vendors, user groups, and related entities
- Manages vendor contracts and relationships
- Creates customer relationships that support district strategic directions
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 10/13 LM, BOARD APPROVED: 12/10/13

DATABASE ADMINISTRATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Database Administrator - PTS