

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Information Technology Office
Classified, GRADE 16
FLSA exempt position

DATABASE ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Configures and maintains Microsoft SQL and standalone database environments including architecture design and development, performance analysis, system evaluation, via queries, software and system monitoring tools, maintains existing website environment and designs, codes, and implements updated website solutions.

DISTINGUISHING FEATURES OF THE CLASS: Position in this class serves as administrator for databases contained in software packages such as; but not limited to Microsoft SQL. Routinely involved in developing, configuring, maintaining, implementing and upgrading databases to ensure plans are in place for future data growth as well as new systems integration. Responsibilities include ensuring databases are backed up nightly and available for restoration and disaster recovery. Develops and implements appropriate database security standards and guidelines and maintains user security tables, modules, and workflows for application accessibility; identifies and responds to faults, errors and performance degradations on application server and monitors for security breaches. Actively involved in design and coding for website. Works with and has access to highly confidential information. The position works independently, reporting major activities and progress to the Information Technology Director.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires stooping, reaching, crouching, standing, pushing, pulling, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)

Create, implement and manage database schemas, tables, optimizing efficient index maintenance, storage allocations, etc.;

Maintain the data integrity of SQL Server Environment; ensure the integrity and usability of the data in regular operations;

Perform analysis of databases and hardware storage capacity levels for production and test

environments; plan for and implement upgraded solutions to allow for database growth;
Troubleshoot and resolve database issues related to performance, integrity, replication and backup of systems hardware to include SQL and standalone databases;
Design, create program code and maintain County Website environment;
Create automated interfaces to bridge servers between data housed in such platforms as AS400, ESRI and Microsoft SQL.
Provide technical support to end users of ESRI software; diagnose and resolve incidents;
Determine and/or recommend software changes to network engineers;
Research and maintain knowledge regarding applications and related software;
Apply testing procedures/methodologies (e.g., diagnostic software) and interprets data;
Resolve production problems to provide continuous operations;
Handle multiple projects and priorities within a dynamic work environment;
Interact regularly with County staff to achieve system solutions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Advanced knowledge of Microsoft SQL Database architecture, SQL query language and scripting, Microsoft Active Directory, SQL backup utilities, and regular database maintenance procedures. Skilled in scripting, development of various database administration functions, creation and modification of database models, generating tables, reports or data extractions via SQL queries and scripts. Ability to create, support and maintain HTML code using various programming language and methods. Knowledge advanced PC skills, such as word processing, spreadsheet, and file transfer; excellent oral & written communication skills; ability to monitor performance of programs after implementation; ability to understand and work from oral and written directions; ability to coordinate design and plan projects; ability to supervise and evaluate the work of others; ability to prepare detailed reports; ability to deal effectively with and maintain effective relationship with staff, supervisor, and the public; ability to communicate effectively; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university with major course work in information technology, computer systems, or closely related field and at least 3-5 years of experience developing large, technically complex systems and 1-2 years with major responsibility for developing, revising and controlling technical documentation of a complex systems; or any combination of experience, and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid driver license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required. Requires work schedule flexibility with after-hours support and on-call availability.

Employee Acknowledgement

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