



**HUMAN RESOURCES DEPARTMENT
Santa Cruz METRO**

*Class Code: 1500-P96/P94
FLSA Status: Exempt*

**Database Administrator
Senior Database Administrator
Bargaining Unit: Management**

DEFINITION:

Under the direction of the Information Technology and Intelligent Transportation Systems Director (IT Director) the Data Base Administrator (DBA) administrates vendor enterprise software and underlying databases, website content, web server software, website CMS software / database, and provides technical support and other duties as required. The DBA closely coordinates with management, staff and vendors to identify emerging software needs and implement solutions.

Duties can include: custom software and database design and development, software updates, responding to support tickets from staff and public, maintaining various export/import scripts, report development, systems integration, performance tuning, development of security and backup strategies, analysis and research, process improvements, technical writing, procedure documentation, and project management.

DISTINGUISHING CHARACTERISTICS:

While the DBA and the Sr. DBA positions require the same skill set stated in Employment Standards, the DBA position receives daily direct supervision from the Sr. DBA, and formally reports to the IT Manager.

As knowledge and skill increases, the DBA performs work more independently. The DBA must be experienced in the foundation of database and software programming and design techniques and be able to independently troubleshoot and solve complex problems.

The Sr. DBA position is distinguished by the acquired in-depth experience and expert knowledge of all Santa Cruz METRO software systems and publications, familiarity with organizational procedure and workflow, and provides supervision to lower-level staff. The Sr. DBA supports the IT Director in various Intelligent Transportation Systems (ITS) projects, is the Lead in developing a data warehouse, and assists/leads in new software (ERP) scoping, procurement and integration.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Installs, configures, maintains, and monitors performance of database platforms and associated and applications.
- Stages, tests, and deploys software updates. Maintains user access to software applications.
- Verifies and improves data security, fault tolerance, and backup/recovery.
- Develops and modifies database reports for all departments as required.
- Provides training and technical assistance to staff.
- Consults with vendors to resolve technical issues.
- Prepares technical specifications for procurements.



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- Performs quarterly schedule publication to print and web media and maintains related export/import scripts and documentation.
- Leads projects or portions of projects coordinating staff, consultants, and vendors.
- Generates long-term plans for database migration and data-warehousing strategies.
- As directed, completes minor budgeting and procurement activities, email memoranda, or technical reports.
- Performs other duties as assigned.
- Perform as a hands on “working” Manager.

EMPLOYMENT STANDARDS:

Knowledge of:

- Windows Server administration fundamentals
- UNIX / LINUX and standard shell scripting
- Working knowledge of MS SQL Server and MySQL administration
- In depth knowledge of relational database architecture, including table structure, data types, joins, views, triggers, permissions, advanced queries, ETL, data warehousing
- Fault tolerance and backup and recovery strategies
- Crystal Reports and MS Report Writer using ODBC
- Software application design and development in major modern languages
- Technical writing

Additional Knowledge desirable, but not required:

- Apache Web Server configuration
- Joomla CMS component and template development in PHP/HTML5/CSS3
- Browser debugging tools
- Mobile Application design basics for IOS and Android
- Adobe Indesign suite (Indesign/Illustrator/Photoshop) as related to publication
- Adobe Acrobat tools general usage and as related to Accessibility

Ability to:

- Install and maintain vendor database applications, and maintain relations with vendors
- Design, develop, modify and implement complex relational database systems
- Independently analyze and troubleshoot software problems
- Write user procedures in concise plain language
- Document IT procedures in sufficient technical detail
- Establish and maintain cooperative working relationships with management and staff, and the public as needed
- Work with staff to define software requirements to be applied to procurements
- Research and learn new technology as required
- Write technical reports



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MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Bachelor's degree from an accredited college or University in computer science, computer engineering, management information systems or closely related field.

Knowledge of office equipment and personal computers. Familiarity with organizational software and hardware needs and uses. Knowledge of various operating systems including UNIX and Windows Server.

For promotion to the Senior DBA position, the DBA must have four (4) years of progressively advancing database administration functions. A minimum of two (2) years of experience at Santa Cruz METRO is highly desirable.

LICENSES AND CERTIFICATES:

A valid Class C driver license and safe driving record is required at the time of application. A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment.

SPECIAL REQUIREMENTS:

- Must be able to work extended hours as needed, often outside regular business hours as required by the CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. May require availability to work a flexible schedule.



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OTHER CONDITIONS OF EMPLOYMENT:

Must pass requisite background check.

*Adopted: November 2017

*BOD Approved: 01-26-18

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*Job Family: Professional