

## CITY OF BURBANK

### DATABASE ADMINISTRATOR III

#### DEFINITION

Under general direction, acts as a senior project manager who supports the City database environments and applications; plans, designs, integrates, tests, and administers database programs; performs related work as required.

#### ESSENTIAL FUNCTIONS

Designs, implements, and maintains complex databases; controls access methods, access time, device allocation, validation checks, organization, protection and security, documentation and statistical methods; analyzes database needs of the organization; evaluates, designs, and implements database systems; formulates database strategies, policies, and procedures; ensures accuracy and completeness data in master files and various support tools; monitors and resolves database problems; performs validation checks; optimizes database performance; evaluates and promotes new technologies in database management; advises management on database concepts and functional capabilities; acts as technical expert advising executive management on policy decisions involving data and database administration; supervises subordinate technical and/or support staff; manages department/Citywide database project(s); recommends or defines the physical structure and functional capabilities of databases; ensures reliable interaction and interdependency of multiple database systems; administers databases for multi-system and highly complex COTS applications; analyzes new applications releases; establishes and maintains security and integrity controls; sets quality assurance policies and practices; participates in Citywide commissions, working groups, and advisory committees related to data and database administration; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of - SQL and PL/SQL language; RDBMS and ORDBMS concepts; Oracle reports, forms and Discoverer; concepts, practices, and procedures of applications programming database technologies; principles, practices and techniques of computer programming, systems design, computer operating systems, and procedures; comprehensive knowledge of database structures and current database technologies.
- Ability to - apply database management concepts and techniques and recommend changes to meet future requirements; work with programming staff to resolve technical and operational problems and recommend solutions; use telephone; write or use keyboard to communicate through written means; perform assigned tasks quickly and accurately; follow oral and written directions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.
- Skill in - selecting, installing, and maintaining, (DBMS) software; planning, installing, maintaining, and designing server-based, scalable databases.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation with a Bachelor's degree in Computer Science or closely related field from an accredited college or university and six years of experience in database administration or a current Oracle Professional Certification in Database Administration and three years of experience in programming or application development with two years at the level of project lead.

**Special Conditions & Requirements:** The physical ability to lift computer equipment up to 40 pounds, perform sedentary to medium work involving moving from one area to another, have sufficient hand/eye coordination to perform repetitive movements such as typing; have extensive exposure to video display terminals/computers; bend, kneel, squat, and twist to reach equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; differentiate various colors of wires and diagrams.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; a current industry recognized professional certification in Database Administration (to be determined at the time of recruitment) may be required at the time of appointment.

#### SUPPLEMENTAL INFORMATION

None.