

CITY OF BURBANK

DATABASE ADMINISTRATOR I

DEFINITION

Under general supervision, supports the City database environment and applications; designs, codes, tests, and debugs database programs; performs related work as required.

ESSENTIAL FUNCTIONS

Analyzes, designs, and implements databases; benchmarks threshold test databases; establishes and controls database security; grants, revokes, and monitors the use of database access rights; designs, normalizes, and monitors databases; optimizes database performance; assists application programmers; loads databases and performs routine database reorganizations; maintains data dictionaries ensuring uniformity of definitions; creates database environments for applications; creates libraries and procedures; administers databases for COTS applications; installs database software; analyzes new application releases; 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.
- Ability to - 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 - 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 from an accredited college or university with a Bachelor's degree in Computer Science or a closely related field and two years of experience in database administration or a current associate level certification in database administration and one year experience in programming or application development.

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

SUPPLEMENTAL INFORMATION

None.