



PAO Database Administrator

Category: Exempt
Pay Grade: 150
Job Code: 20548

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs complex technical and administrative work in the development and maintenance of the Property Appraiser's database environment. An employee in this class is responsible for database backup and recovery operations, database security, performance monitoring, query optimization, installations, and upgrades. Frequent on-call responsibilities, which may require working evening or week end hours. Work is performed under the general direction of a technical supervisor.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Develops and delivers database management best practices;
- Works with technical supervisor to create and enforce documented processes, procedures and controls;
- Plans, schedules, and communicates system downtimes, upgrades, and patches;
- Installs, upgrades, and configures database management software and applicable service packs and patches;
- Works with applications vendor to prepare and monitor database for vendor application upgrades;
- Works with application developers to ensure data integrity and security, eliminate redundancy, and improve SQL and PL/SQL structure and performance;
- Manages daily on-site and off-site backup and recovery process, configures, supports, and optimizes replication, tests back-up and recovery plans, and creates scheduled and on-demand application point-in-time snapshots;
- Performs instance and data recovery;
- Participates in disaster recovery and business continuity planning;
- Proactively monitors and tunes production databases via OEM or custom scripts;
- Develops and implement database maintenance plans including integrity checks, query optimization, memory optimization, statistics updates, index analysis and modification, and monitoring hardware resource utilization;
- Ongoing capacity planning for production database environments including growth projections, disk space reclamation, and partitioning;
- Manages database application, developer, and schema user accounts and profiles. Assigns database object permissions and manage database links;
- Participates in special projects and performs other duties as assigned;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years progressively responsible related technical systems design and application development experience in a business environment and four (4) years of DBA experience in a multi operating system environment; or Associate's degree in IT, MIS or related field and four (4) years' experience as a database administrator; or Bachelor's degree in IT, MIS or related field and two (2) year experience as a database administrator; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to experience.

Knowledge, Skills and Abilities:

- Knowledge of the architecture, administration, infrastructure and tools for Oracle 11g/12c and other Relational Database Technologies;
- Knowledge of Oracle Enterprise Manager;
- Knowledge of Oracle redaction;
- Knowledge of Linux and Microsoft Windows including scripting;
- Knowledge of the methodologies for data modeling in the design and creation of tables, relationships, indexes, unique constraints and capacity requirements;
- Knowledge of Oracle and other relational database performance tuning techniques;
- Knowledge of database security and auditing functions;
- Knowledge of computer systems, application integration, systems analysis and design, and application development and deployment;
- Knowledge of client/server technology, architecture, and standards;
- Knowledge of data dictionary;
- Skill with Oracle SQL, and PL/SQL;
- Skill with RMAN, archiving, data pump and flashback recovery;
- Skill in written and verbal communications;
- Ability to remain current with database developments and trends;
- Ability to mentor teammates and collaborate with other technical and non-technical staff;
- Ability to understand impact of decisions on the team and office.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; and to read and write reports, correspondence, instructions, etc.;
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone;
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone;
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes during normal and high stress situations;
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- Standing: Particularly for sustained periods of time;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.