

# PAO DATABASE ADMINISTRATOR

Job Code	Pay Grade
20548	150

## Nature of Work

This is 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.

## Minimum Qualifications

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

## Appointing Authority May Also Require

- 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.

## Illustrative tasks

- 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. 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 related work as assigned or required.

## 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.

# PAO DATABASE ADMINISTRATOR (continued)

Job Code	Pay Grade
20548	150

- **Knowledge, Skills and Abilities (continued)**

- 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.
- Familiar with Oracle redaction.
- Ability to remain current with database developments and trends.
- Ability to mentor teammates and collaborate with other technical and non-technical staff.
- Understands impact of decisions on the team and office.

For official use only

Revised	EEOC Code	Overtime Code
7/16	Technicians	Exempt