

YAKIMA COUNTY, WASHINGTON
Class Specification
Class Title: Database Administrator

BAND: IT45		CLASS CODE: J23-3545	
DEPARTMENT: Information Technology	ACCOUNTABLE TO: Senior Director	JOB FAMILY: Information Technology	OVERTIME STATUS: Non - Exempt
JOB SUMMARY: A Database Administrator, or DBA, is responsible for overseeing the maintenance and security measures of the County's databases. Duties include monitoring and updating malware protection software to combat potential security breaches, resolving database performance and capacity issues, creating account data for authorized individuals to access databases and organizing databases so individuals can find important data in an efficient manner.			
DISTINGUISHING CHARACTERISTICS: The Database Administrator is a stand alone position. It differs from the Senior Technology Administrator in the level of responsibility for researching and implementing global operating systems and project management.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample: (Position assignments may vary.)		BAND / GRADE
1.	Build database systems of high availability and quality depending on each end user's specialized role. Design and implement database in accordance to end users information needs and views. Define users and enable data distribution to the right user, in appropriate format and in a timely manner		C4
2.	Use high-speed transaction recovery techniques and backup data. Minimize database downtime and manage parameters to provide fast query responses		C4
3.	Provide proactive and reactive data management support and training to users		B2
4.	Determine, enforce and document database policies, procedures and standards		B2
5.	Perform tests and evaluations regularly to ensure data security, privacy and integrity		B2
6.	Monitor database performance, implement changes and apply new patches and versions when required. Extract and/or load data		C4
7.	Setting up cybersecurity measures. Ensuring all hardware and software are updated. Monitoring the performance of hardware and software . Configuring servers and databases. Preserving data integrity. Ethically handling private data, including financial and/or other County related data		C4
8.	Performs such other duties as may be required from time to time for the overall management and operation of the County's computer network		A1
Knowledge: (Position requirements at entry): Knowledge of: <ul style="list-style-type: none"> • General computer operations • Advanced level of knowledge of some of the following depending on assigned area: servers; hardware and software programs including Microsoft products, Microsoft Windows Server , Microsoft SQL server, LINUX server operating systems, Microsoft 365, Active Directory, Virtualization software, and scripting with Powershell, etc. • Research methods and analysis techniques; • Advanced level of knowledge of hardware and software troubleshooting techniques; • Hands-on experience with database standards and end user applications • Excellent knowledge of data backup, recovery, security, integrity and SQL 			

Class Title: Database Administrator

- Familiarity with database design, documentation and coding
- Familiarity with programming languages API
- Problem solving skills and ability to think algorithmically
- Customer service principles and techniques

Skills (Position requirements at entry):

Skills in:

- Using a personal computer and related software applications; operating basic office equipment
- Determining priorities and making critical decisions
- Developing projects
- Teaching and coaching others
- Developing, writing, applying, and implementing policies and procedures
- Resolving problems and conflicts
- Giving presentations, public speaking and facilitating meetings
- Researching and implementing compliance measures related to legislative requirements
- Good time management
- Establishing and maintaining effective working relationships with staff at all organizational levels, outside agencies, and with the public; and oral and written communication sufficient to exchange or convey information
- Business communication etiquette

Training and Experience (position requirements at entry):

Bachelor's Degree in Information Technology, Network Engineering, Infrastructure Management, Information Management, Cybersecurity AND five years of large enterprise experience OR any equivalent combination of training and experience that would provide the required knowledge, skills and abilities to successfully perform the essential duties of the job.

Preferred: Experience with SQL and/or scripting languages such as Powershell

Licensing Requirements (position requirements at entry):

Some positions may require a current Driver's license;

Successful completion of a criminal background investigation and general employment verification.

Working Conditions: Position may have the potential exposure to the following:

Environment: work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New: 04/2022

Revised: 12/2022