

Job Class Code: 1285	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to administer the City’s data base system. The class is responsible for planning, policy, management, evaluation, budgeting, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Coordinates professional staff including recommending staffing, organizing, selecting or recommending selection, training, assigning and evaluating work, and counseling.
- Monitors trends and improvements in data base technology and laws, rules, and City policy to plan data base improvements, expansions, and future requirements; assists in establishment of goals, objectives, policies, procedures, and quality standards.
- Manages data base operations by coordinating with directors, elected and appointed officials, and others to determine requirements, establishing and encouraging work or project teams, developing work schedules, reviewing performance information, monitoring projects, and reporting on significant activities and events.
- Assists data base users by providing or overseeing training, assisting with data base problems, addressing requirements for new capabilities, installing upgrades, and other assistance as required.
- Oversees data base system administration such as system documentation, configuration management, back up, security, access, virus protection, performance information, and related tasks.
- Performs department administrative functions such as preparing budgets, controlling expenditures, performing special studies, preparing reports, providing support to elected or appointed officials and boards or committees, preparing specifications for contracts, hardware, software, or other administrative tasks.
- Attends or conducts staff conferences to exchange information or make presentations; attends, and schedules others to attend, in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations differentiation and integration of algebraic functions, and statistics applying such functions as frequency distribution, reliability, validity and correlation techniques.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in computer science, computer information systems, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with the City's Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/02/2020