

Job Class Code: 1286	FLSA Status: Exempt
Pay Basis: Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to provide technical and application database support for the Microsoft SQL server and other levels within Windows based Private Cloud environment using ITL service processes. The class is responsible for maintaining, developing and implementing policies and procedures for ensuring the security and integrity of the City's database. The class is also 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. Class may serve as a technical lead providing direction for others, sharing knowledge, and coaching and mentoring peers in area of expertise.

TYPICAL TASKS

- Oversees database system administration such as system documentation, configuration management, backup, security, access, virus protection, performance information, and related tasks.
- Monitors trends and improvements in database technology and laws, rules, and City policy to plan database improvements, expansions, and future requirements; assists in establishment of goals, objectives, policies, procedures, and quality standards.
- Manages database 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.
- Supports, administers, optimizes and maintains development SQL Server database environments and provides technical assistance to developers and application development teams on database design, security, query optimization and performance.
- Provides coding guidance, review and optimization of SQL Server SSIS packages, and related application programming interfaces, chiefly Microsoft.Net.
- Provides support of maintenance plans (including DBCC), backup, recover, and refresh of development SQL server databases and database capacity planning.
- Implements complex data models, database designs, data access and table design/maintenance. Provides expertise of the implementation of database technologies and disciplines.
- Implements changes into development, QA and production environments, monitors and resolves database performance issues, database capacity issues, replication and other distributed data issues. Confers and advises on administrative policies and procedures, technical issues, priorities, and methods.
- Monitors and reviews the work of other database administrators to ensure appropriate practices and procedures. Coordinates work efforts with network, programming and business appropriately.
- Designs technical solutions and prepares implementation plans to be performed by other database administration team members. Assists with work plan development and work distributions for team members.
- Installs and configures relevant network components to ensure database access as well as database consistency; transforms the city's logical data model into a database design.
- 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge and understanding of IT Infrastructure Library (ITL). Knowledge of TCP/IP, DNS, and SQL. Knowledge of ITIL (Problem Management/Incident Management/Change Management) etc. Knowledge of underlying database management systems, products, and tools, particularly MS-SQL.
Skills	Must possess strong leadership, communication and management skills. Excellent presentation and interpersonal skills. High level of business management and facilitation skills. Advanced problem solving skills.
Abilities	Ability to establish, influence, and maintain superb working relations with others through comprehensive communication and diplomacy skills. Ability to work collaboratively with other departments to resolve complex issues with innovative solutions.

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 four 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.
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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.