



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Database Administrator
DEPARTMENT: Information Technology
REPORTS TO: Assistant Director

LAST UPDATED: 10/23/2013
JOB CLASS:
FLSA DESIGNATION: Exempt

Summary: Under general supervision of the Assistant Director of Information Technology, the Database Administrator will develop, maintain, implement, backup and administer databases for the City of Frisco; Develop and implement policies and procedures for ensuring the security and integrity of all City databases; Troubleshoot resolve and fine tune database issues involving performance, integrity capacity, replication, backup, and any other distributed data issues.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Serves as the database administrator and provides technical support for all databases environments within the City.
- Installs and configures new SQL Servers.
- Implements database security, maintenance and back up routines. Establishes user accounts and specifies user access levels.
- Responsible for creating, implementing, managing, testing and documenting enterprise wide database backup and recovery plans.
- Reviews existing databases and optimizes for best performance.
- Ensures the consistency and maintainability of existing data and applications by creating, maintaining and enforcing standards/procedures on the citywide use of databases and enterprise data.
- Configures SQL Server monitoring utilities to minimize outages.
- Troubleshoots SQL Server service outages as they occur, including after-hours and weekends.
- Determines the most effective way to increase performance including hardware purchases, server configuration changes, or index/query,
- Supports IT staff by creating views of complex and multiple databases to provide information in useable format to users.
- Advises IT staff on the most efficient database designs (tables, datatypes, stored procedures, functions, etc).
- Develops and documents requests for change management.
- Installs, maintains and troubleshoots system hardware including clustered or mirrored server environments and SAN deployments.
- Designs, develops, manages, and documents business intelligence solutions.
- Trains other IT staff.
- Researches current industry trends, new technologies, innovations and related legislation and provides recommendations on when and which these are best suited to meet the city's objectives.

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Other Important Duties:

- Travels to assigned meetings, presentations, conferences and training.
- Performs maintenance functions as necessary.
- May be required to work irregular hours.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Database Administration for MSSQL Server 2008, 2008 R2 and SQL 2012.
- Knowledge of best practices for database administration, data warehousing, security procedures and products.
- Knowledge of Performance Tuning and Optimization (PTO), using native monitoring and troubleshooting tools.
- Knowledge of indexes, index management, and statistics.
- Knowledge of and experience with SQL 2012 AlwaysOn for High Availability (HA) and Disaster Recovery (DR).
- Knowledge of backups, restoration and recovery models.
- Knowledge of research and technical support techniques.
- Ability to migrate and upgrade SQL 2008 databases to SQL 2012.
- Ability to troubleshoot and resolve database problems.
- Ability to implement operational automation using scripts.
- Ability to work with Windows server, including Active Directory and proper disk configurations.
- Ability to communicate clearly and concisely, both verbally and in writing about technical subjects to non-technical users in a manner in which they can easily understand.
- Ability to document processes and issues clearly and concisely.
- Skill in effectively managing multiple projects.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Information Systems, Computer Science or related field; **and** five (5) years progressively responsible experience in database development and support in MS SQL server environments **or** equivalent combination of education and experience..
- Preference given to candidates who possess Microsoft certification (MCITP or MCDBA).
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting when installing or inspecting integrated hardware and software used by City departments.
- May be subject to long periods of standing while training other employees.
- May be subject to sitting for long periods of time while performing functions of the position.
- Must be able to lift and carry 20 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, scanner, copier, calculator, fax machine, other standard office equipment.

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Approved By:

Curt Balogh, Director of Information Technology signed on:

Curt Balogh, Director of Information Technology

10/24/2013

Date

Shannon Allyn, Human Resources Generalist

10/24/2013

Date