

FAIRFIELD COUNTY

JOB TITLE:
DATABASE ADMINISTRATOR/ SYSTEMS ADMINISTRATOR

DEPARTMENT:
INFORMATION TECHNOLOGY

GENERAL STATEMENT OF JOB

Under supervision of the IT Director, is responsible for planning, organizing, and managing all databases and data backup functions for the County. These functions are for maintaining and improving the business process for Fairfield County employees that interact with County databases.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Shows strong analytical skills for using RDBMS software and database manipulation

Establishes strategic and tactical plans for database, server and backup operations and develops methods for administering such plans.

Reviews and evaluates existing database systems, conducts research on current trends in database technology, and makes recommendations to the IT Director as deemed appropriate.

Prepares and submits informational reports to the IT Directors as required.

Prepares and maintains documentation of County database policies and procedures

Consults with database users and vendors to determine requirements, including hardware and software needs. Plans and coordinates activities to ensure that such requirements are met.

Provides technical assistance and training to employees in the use of new systems and procedures.

Researches, recommends and administers database security measures relative to programs and procedures.

Operates and/or utilizes a variety of types of office and other equipment including, but not limited to computers and peripheral equipment, copiers, overhead projectors, iPads, Televisions

Maintains system users and passwords.

Supports County personnel with complex queries and training needs.

Installs, upgrades and troubleshoots server and client applications.

Repairs / restores data as necessary.

Reports status of assigned projects to the IT Director through written reports and meetings when requested.

Receives and responds to employee inquiries, concerns and complaints regarding areas of responsibility.

Education and Experience:

- (A) Bachelor's Degree in computer science or a closely related field; and
- (B) Two (2) years of database administration and/or database experience. Preferably with MS SQL Server and MS Access.
- (C) DBA Certification preferred
- (D) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Strong knowledge of modern electronic data processing theory, principles, and practices. Able to think abstractly to resolve complex problems
- Strong skill-set with Microsoft Office Suite; including Access 2007 and 2010
- Strong knowledge of information technology.
- Strong knowledge of office automation and computerized financial applications.
- Strong knowledge of MS SQL 2005, MS SQL 2008
- Strong knowledge of Windows Server 2003, 2008
- Strong knowledge Windows XP, Windows 7 and 9X
- Good working knowledge of government functions and interfaces between departments and agencies.
- Must possess a good understanding of computer networking and client/server applications
- Ability to prepare and analyze complex reports.
- Ability to establish and maintain effective working relationships with varying personalities throughout various departments.
- Ability to communicate effectively orally and in writing.
- Willingness to learn new technologies, policies and procedures as determined by the IT Director

- **SPECIAL REQUIREMENTS**

- Must have a valid SC Driver's License or ability to obtain one.

- **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

- **DATA INVOLVEMENT:**

- Works extensively with data objects, databases and concepts of database manipulation

- **PEOPLE INVOLVEMENT:**

- Works closely with the IT Director to provide assistance or instructing/training others through explanation, demonstration and supervised practice or making recommendations based on technical expertise.

- **INVOLVEMENT WITH THINGS:**

- Installs computer systems hardware and software; may involve installing unique devices as deemed necessary for County business

- **LANGUAGE REQUIREMENTS:**

- Requires reading technical instructions, procedures, manuals and charts to solve practical and complex problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form as appropriate for business. Ability to communicate with technology peers on a comprehensive level, yet communicate to PC end-users in an easy to understand verbiage.

- **AMERICANS WITH DISABILITIES ACT REQUIREMENTS PHYSICAL**

- **AND DEXTERITY REQUIREMENTS:**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

- **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities

ENVIRONMENTAL HAZARDS: Job requires working around powerful electrical outlets

for the purpose of maintaining a modern data center

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required by the IT Director

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice