

DATABASE ADMINISTRATOR TRAINEE**DEFINITION**

Supports the relational databases on the various computer platform environments. Assists in the development, creation and maintenance of relational databases for present and future requirements. Additionally, recommends and maintains security measures for the database environment.

DISTINGUISHING CHARACTERISTICS

This class is the entry level for the Database Administrator series. The incumbent in this position is responsible for less complex projects with careful supervision provided by the appropriate manager. Knowledge of database management theory and practice is at a beginning level.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the appropriate departmental manager.

EXAMPLES OF DUTIES

Maintains databases according to internal guidelines and requirements specified by the database vendor. Maintains routine contact with the software vendors to keep the databases up-to-date with new and/or updated data and system and application software.

Establishes and maintains data backup procedures for all databases and application files.

Administers access security to database tables including: adding/deleting users; controlling database login passwords; authorization access to tables and procedures as defined by staff positions.

Supports data analysis staff by developing and maintaining additional database tables and ad hoc data tables.

Acts as technical backup to primary UNIX System Administrator and assists UNIX Systems Administrator with routine tasks.

Performs regular database system performance monitoring and troubleshoots and resolves database-related problems.

Designs logical and physical databases. Coordinates database development as part of project team, applying knowledge of database design standards and database management system.

Reviews project request describing database user needs. Estimates time and cost required to accomplish project. Attends specification meeting with project team workers to determine scope and limitations of project.

Reviews and recommends definition of data as defined in data dictionary (information about data, including name, description, source of data item, and key words for categorizing and searching for data item descriptions).

over**EXAMPLES OF DUTIES (continued)**

Determines and enters changes to data dictionary descriptions, including type, structure and intended use of

data within system.

Develops data model describing data elements and how they are used. Creates description to enable programmers-analyst to understand how programs should access data.

Writes description of how user accesses data, referred to as logical database. Writes physical database description, such as location, space requirements, and access method to protect data resources against unauthorized access and accidental destruction.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

General theory of database design.
Principles of systems, program design, and implementation.
Documentation techniques.
Principles of operating systems.

Ability to:

Design, implement, and maintain databases.
Administer and control database access and security.
Administer operating systems.
Work with users to design and implement database tables, elements, standards and create supporting documentation.
Work as a team member and support team decisions.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

At least two years experience in data processing.

Education:

Associate's degree in Computer Science or related field or equivalent work experience in data processing. (Experience may be substituted for education on a year-to-year basis.)

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

continued

PHYSICAL DEMANDS (continued)

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read printed materials including computer screen and electronic displays.
- Demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental and emotional stamina to perform the duties and responsibilities of the position.
- Demonstrate ability to input necessary data into computer terminal and/or create documents, and reports, to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.