# ASHEVILLE, NORTH CAROLINA

**Classification Specification**

## Database Administrator
## Job Code: 2610
## FLSA: Exempt

## Purpose of Classification:

The purpose of this classification is to design and administer relational databases, to develop and design related software interfaces, and to monitor performance of both databases and software.

## Distinguishing Characteristics:

This is a single level classification.

## Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Develops plans and requirements for new databases and enhancements to existing databases: translates requirements into physical database structures; develops, designs and reviews data models; meets with users and project managers to gather requirements for new systems and enhancements; and develops automation routines for transferring and updating data across the organization.

Designs, modifies, and maintains interfaces for enterprise software and web applications, as well as new software applications: creates efficiencies and automation; writes code and scripts; ensures compliance with department design and coding standards; writes and modifies software using a variety of applications, frameworks, and programming languages; and designs user friendly interfaces and logic screen flow.

Monitors City databases and related software: evaluates performance, reliability of databases and software;

identifies and resolves bottlenecks, poorly performing reports and queries, and user difficulty; runs scripts to optimize indexes and check data integrity; implements efficiency improvements where needed; and adjusts resource usage accordingly.

Develops and runs a variety of custom reports from database: coordinates with requesting department or customers regarding report requirements and needs.

Maintains database and software documentation: writes and updates processes and procedures regarding, database and software function, changes and upgrades; and documents lessons learned and process improvement scenarios.

Maintains an awareness of new applications, technologies, technical methods, trends, and advances in the profession: reviews professional publications, technical manuals, and websites to increase knowledge of database and software development and operations; and attends conferences, workshops, and training sessions as appropriate.

Communicates with supervisor, other City employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, software and database documentation, automation scripts, performance reports, software code, verification reports and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

## Additional Functions:

Performs other related duties as required.

## Minimum Qualifications:

Bachelor's Degree in Information Systems, Database Administration, or a related field required; supplemented by three years of experience in database development and administration, software development, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** None.

**Specific Knowledge, Skills, or Abilities**: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

## Performance Aptitudes:

**Data Utilization**: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation

to identify and select alternatives.

**Human Interaction**: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA Compliance:

**Physical Ability**: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*