### GENERAL DESCRIPTION

Performs highly advanced and/or supervisory (senior-level) database administration work. Work involves providing direction and guidance in database administration operations and planning; overseeing the effective and efficient storage, retrieval, customization, and archiving of data by managing diverse data sets to ensure integrated database systems; planning, developing, and implementing database policies and procedures; and ensuring and verifying data integrity. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

- Oversees and/or evaluates database software packages for potential acquisition.
- Oversees and/or analyzes the design, modification, and maintenance of database structures.
- Oversees logical and physical data modeling, evaluates relational database models, and reviews physical data models created from logical data models.
- Oversees database performance monitoring; implements and recommends efficiency improvements.
- Oversees the installation of database software and migrations to new data management system software levels, and ensures that migrations are appropriately tested and validated.
- Oversees and evaluates the implementation of database security standards and controls and authorized user access levels.
- Evaluates policies and procedures to guide in the use and acquisition of database software and resources.
- Develops standards, guidelines, policies, and procedures designed to ensure the integrity of the database environment.
- Develops goals and objectives for the use and improvement of an efficient and cost-effective database system.
- Assesses future information requirements.
- Recommends and evaluates the implementation of procedures necessary to save, retrieve, and recover databases from hardware and software failures.
Provides input into the budgets for database management systems.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in computer systems, data analysis, or database development and maintenance work. Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles, practices, and techniques of computer databases, programming, and systems design; of computer operations, systems, and procedures; of project control and cost estimating techniques; of computer database application systems; of computer programming languages; of data processing flowcharting techniques; of database structures and theories; of current database technologies; and of data analysis, evaluation, and testing techniques and protocols.

Skill in highly complex problem solving and critical thinking, and in the use of a computer and applicable software.

Ability to identify and define user task needs, to process information logically, to conduct short-range and long-range project planning studies, to communicate effectively, and supervise the work of others.