

DATABASE MANAGER

CODES/PAY RANGE

Class Code: 1631

EEO Code: B

Pay Range: 218

MAJOR FUNCTION

Advanced administrative and technical work in directing the analysis, design, development, implementation, and maintenance of computerized relational databases and associated application programs, enforcement and development of application/database standards, and development and enforcement of database access methods.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Responsible for database and program change management. Advises administrative personnel in the planning of major systems. Develops standards for application programming, test procedures, backup and recovery, and user support.

Designs logical and physical databases and coordinates database development as part of a project team.

Estimates time and cost required to accomplish project.

Attends specification meeting with project team members to determine scope and requirements of project.

Reviews and revises database management system procedures as it relates to database changes. Develops procedures for users to access data (logical database.)

Writes physical database description, such as space requirements and access methods to protect data resources against unauthorized access.

Revises company definition of data as defined in data dictionary (type, structure, intended use.)

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of computer programming and systems analysis. Knowledge of design principles and

(Date Base Manager continued)

practices. Knowledge of mathematics, statistics, logic.

Ability to plan, schedule and coordinate the work of subordinate staff. Ability to interpret system statements, develop general and detailed computer flow charts, and to prepare block diagrams describing system operation. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with users.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science, Mathematics, Business Administration, Criminal Justice, or related field, and four (4) years progressively responsible experience in information systems with major emphasis on systems analysis.

A comparable amount of education, training or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend complex technical and professional journals and manuals, schematics, reports, summaries and abstracts. Ability to perform advanced mathematical functions including statistics, logic. Ability to speak clearly and concisely; publicly. Ability to write detailed and complex instructions, reports, summaries, procedures. Ability to analyze data and develop conclusions. Ability to identify problems and resolve them. Ability to listen and comprehend client specifications/needs.

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.