

MAJOR FUNCTION

This is supervisory work overseeing scientific and/or technical work in the design, configuration, maintenance, security, back-up and recovery of City-wide databases for the City's computer systems. Work includes staff assignments, prioritization, coordination, development, construction or generation, maintenance and tuning of database environments on a City-wide basis. The incumbent monitors and understands technology trends and direction and ensures that assigned staff are appropriately trained and utilized to ensure that the COT environment is in tune with selected trends and directions. The Incumbent serves as a principal participant and decision maker in discussions and decisions related to hardware/software allocations and configurations. This employee plans, coordinates, implements and tests disaster recovery plans for mission critical databases and applications. Work is performed under the general supervision of an administrative superior within Information Systems Services (ISS), with the employee having considerable latitude for the use of independent judgment. The work is reviewed through written and oral status reports for achievement of desired results.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Coordinates and manages the assignments of assigned staff to best support City-wide priorities and business environments, as determined by ISS. Plans and presents training to ensure that assigned staff's knowledge base is kept abreast of technology trends, application and database versioning and organizational environmental changes. Ensures that appropriate and approved change management procedures are adhered to for all application and database changes. Provides technical expertise in the design, development and tuning of databases. Accurately applies thorough and intimate knowledge of industry standards related to database backup, archival and recovery to support all enterprise applications and processes. Provides analysis and expertise in the evaluation of application, database and related environments to insure compatibility. Insures that database staff follows and adheres to accepted database standards related to generating databases, indexes, performing tuning tasks, reorganizing and other database related maintenance and operational functions. Provides advice and recommendations to other ISS staff, business unit staff, and project teams on database and other technical environment issues and solutions. Documents all procedures related to the database technical environment. Provides oral and written status reports as directed by management and project teams. Understands and applies the appropriate procedures for City-wide and business unit database disaster recovery. Insures that strict change management practices are followed for all application, database and environment changes. Provides leadership, mentoring, and guidance in a manner that fosters positive staff growth and morale. Recommends the selection, advancement, grievance resolution, discipline and discharge of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Participates in and serves on project or task teams as needed. Defines annual goals and objectives for staff. Manages staff assignments, on-call schedule and after hour support to best support City-wide ISS activities and customer service. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the application of enterprise databases, database design techniques, and other applications. Ability to keep informed and abreast of technology changes and developments in the computer field. Ability to conduct independent research and analysis of a wide variety of highly

technical material and develop appropriate recommendations. Ability to communicate clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work.

Minimum Training and Experience

Possession of a bachelor's degree in computer science, management information systems, business or public administration, or a related field and four years of technical and professional experience in computer systems or business process analysis; or an equivalent combination of training and experience.

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