



## Job Description

<b>Job Title:</b> Database Administrator		<b>Job Code:</b> S100028	<b>Reports To:</b> Senior Manager, Systems/Network
<b>Job Code Desc:</b> Database Administrator		<b>Position Number/s:</b> SRV000000576	
<b>Division:</b> Support-IT	<b>Department Name:</b> IT Infrastructure Team		<b>Law Enforcement:</b> No
<b>Pay Schedule/Grade:</b> AREG 25		<b>FLSA Status:</b> Exempt	<b>EEO Class:</b> Professionals
<b>Prepared By:</b> B Graves / J Brown		<b>Approved By:</b> J Brown	<b>Last Update:</b> 10/11/24

### Position Summary:

The Database Administrator is responsible for administering, testing, and implementing computer database system(s) as assigned, and coordinating changes to the database system(s) as needed. This position will identify, investigate, and resolve any database performance issues and will also implement security measures to ensure the safeguard of the database system(s).

### Supervision:

This position does not have direct reports but may be responsible for the training of new or junior staff.

<b>Essential Functions:</b>	<b>% of Time</b>	<b>Essential/ Non-essential</b>
<u>System Support &amp; Administration</u> <ul style="list-style-type: none"> <li>Analyzes, troubleshoots, and resolves database or production issues</li> <li>Tests databases and makes necessary modifications to meet functionality requirements</li> <li>Plans, coordinates, and implements security measures</li> <li>Engages with database stakeholders to understand functional requirements</li> <li>Reviews and recommends improvements to existing architectures</li> </ul>	55%	E 1, 2, 3, 4, 5
<u>Programming:</u> Create deliverables according to the Software Development Life Cycle to include writing and coding database scripts and stored procedures	10%	E 1, 2, 3, 5
<u>Documentation</u> <ul style="list-style-type: none"> <li>Develops standards and guidelines for database use and protection</li> <li>Identifies and documents functional and technical database specifications</li> </ul>	10%	E, 1, 2, 3, 5
<u>Agency/Department Compliance &amp; Continuous Improvement</u> <ul style="list-style-type: none"> <li>Remains current on all laws, regulations, policies, and best practices related to taxation through regular engagement in activities such as: self-directed research, conferring with other practitioners and technical experts; subscriptions to regulatory/legal/industry newsletters and briefs; membership industry associations and attendance at meetings/events; and or participation in training and others continuing education opportunities.</li> <li>Actively contributes to team and individual effectiveness through the following: -               <ul style="list-style-type: none"> <li>Attends staff meetings and huddles of work unit or district; and may cascade and track information as indicated</li> <li>Completes all required training in a timely manner.</li> </ul> </li> </ul>	20%	E 3, 5



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<ul style="list-style-type: none"> <li>○ Participates in assigned work teams as appropriate.</li> <li>○ May complete periodic metrics, projects, huddle boards and reports as requested.</li> <li>○ Prepares for and actively participates in 1:1 coaching with supervisor</li> <li>● Maximizes work processes and deliverables through lean principles within the Arizona Management System (AMS); and provides recommendations for process improvement, and engages in continuous improvement efforts as assigned.</li> </ul>		
<p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> <li>● Assist in training of new employees and/or junior staff</li> <li>● Other duties as assigned</li> </ul>	5%	NA

### Requirements

#### *Education & Experience*

- Any combination that meets the knowledge, skills and abilities (KSA); typical ways KSAs are obtained may include but are not limited to: a relevant degree from an accredited college or university such as Bachelor's Degree (e.g., B.A.), training, coursework, and work experience relevant to the assignment.
- Minimum of five years database administration experience
- Previous experience in public cloud hosted database design, provisioning and administration. This may include Amazon RDS, Azure SQL Database or Google Cloud SQL

#### *Licenses & Certifications*

None

#### *Knowledge/Understanding*

- Working Knowledge of computer database management systems, applications, and programming languages
- Knowledge of the Software Development Life-Cycle
- Knowledge of IT release and configuration management
- Knowledge of the fundamentals of object-oriented programming principles
- Deep understanding of monitoring, database diagnostic and analytics tools.

#### *Skills*

- Strong verbal, written, and listening communication skills
- Effective interpersonal skills and demeanor
- Effective organization and time management skills with the ability to manage multiple priorities simultaneously and work in high-pressure situations
- Proficient in the use of a PC in a Windows environment; in the use of the Internet; in the use of MS Office Applications such as Outlook, Word and Excel, PowerPoint; and in the use of Google Suite applications such as GMail, Sheets, Docs, and Drive.
- Advanced proficiency with T-SQL and PowerShell, database design, database implementation, database administration, troubleshooting databases and db servers.
- Proficient in Windows based systems: MS SQL Server 13.0-16.0 (2016, 2017, 2019, 2022), Azure DevOps, Index management, SSMS, SSRS, SSIS, SSAS, and system backups.

#### *Abilities*



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- Ability to clear a comprehensive background and clearance process that includes an Arizona tax compliance verification, and a criminal background check through the FBI via level one fingerprint clearance through the Arizona Department of Public Safety
- Ability to work with a high degree of autonomy and also participate collaboratively as part of a team
- Ability to work in a confidential manner, ensuring information is shared with internal and external individuals in an appropriate manner
- Ability to understand and solve problems by applying intermediate analytical skills to include collecting all the relevant information and data needed to address the problem; organizing, classifying and synthesizing the data into fundamental issues; from the information, identifying the most probable causes of the problem; reducing the information down into manageable components; identifying the logical outcomes from the analyses of the data collected; and, identifying the options and solutions for addressing the problems analyzed.
- Willingness and ability to embody ADOR's core values of Do the Right Thing, Commit to Excellence, and Care About One Another

### *Additional Job Demands*

- This position functions in a standard office environment with the physical demand of prolonged sitting and/or standing, manual dexterity, and seeing
- Additional mental demands include continuous analysis

### **Selective Preferences**

- Experience in T-SQL, PowerShell, NoSQL, PL/SQL
- Report building experience, Data Warehouse, Data Lake, ODS, OLAP
- Experience in both Hybrid Cloud and Public Cloud architectures
- Oracle DB experience, 19c-21c
- Experience and/or knowledge of continuous improvement or LEAN concepts and principles
- Certifications: AWS Certified Database - Specialty, Azure Database Administrator Associate or Google Cloud Professional Cloud Database Engineer