



## JOB DESCRIPTION

Title: **DATABASE SUPERVISOR**  
Department: Information Technology  
Class Code: 1827  
FLSA Status: Exempt  
Effective Date: April 2020

### GENERAL PURPOSE

Under general supervision from the Information Technology Director, performs complex professional work in database administration and systems analysis, reviews and analyzes SQL databases, and administers software systems.

### ESSENTIAL DUTIES

- Supervises the work of and provides technical assistance to the Database Analyst.
- Functions as the main database administrator and is responsible for defining all databases and maintaining accuracy and consistency in the data dictionary for all applications in the City.
- Responsible for defining and maintaining all database applications for various servers.
- Works directly with the IT Director on budgets and staff recommendations and coordinates projects in the programming area.
- Works at a high level of all technical phases of SQL databases and programming, assists with application development and related duties of a database analyst. Works within the Windows, UNIX, and AS400 environments.
- Installs, upgrades and trouble shoots MS SQL servers. Configures SQL database servers and analyzes current models and procedures. Clearly defines problems and recommends solutions. Assists in the development of hardware and software specifications as related to SQL server systems. Designs backup processes for database servers and associated data.
- Creates accounts for all users and assigns security levels. Launches support tickets with software vendors as well as follows up on tickets until the issue has been resolved.
- Identifies and provides new processes and/or changes to existing systems to meet user needs and objectives efficiently.
- Assists with application training and conducts in-service training sessions.
- Creates database management procedures. Researches, examines, evaluates and makes reports and recommendations on database issues. Prepares system documentation to instruct end users in the use of application systems.
- Attends seminars, classes and other technically oriented meetings and works with technical manuals to remain current with new skills.

- Performs problem solving activities on both software and hardware systems. Assists others in defining problems and effecting corrective action to restore desired operating levels.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from college or university with a bachelor's degree in computer science, or a related field and four (4) years of experience in programming and systems design OR an equivalent combination of education and/or experience.

### Special Requirements

- MCSA SQL Server Certification (preferred but not required)

### Necessary Knowledge, Skills and Abilities

- Knowledge of database queries, theory, views and database design
- Working knowledge of relational database management systems (RDBMS)
- Knowledge of PC networking and server technology
- Proficiency in SQL databases and Microsoft Windows operating systems
- Proficiency in system analysis and software implementation
- Ability to work with inter-departmental issues in a cooperative manner to be resolved in a timely manner
- Ability to set own priorities and work with minimal supervision
- Ability to perform as a project leader of any project from definition to implementation; ability to manage both human and computer resources in a manner that project is verifiably accurate and on schedule.

## **TOOLS & EQUIPMENT USED**

- Personal computer, SQL databases and Microsoft Windows operating systems.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_