

Civil Division: BOCES
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 11/15/01

DATABASE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for overseeing and coordinating mainframe computer database management and processing operations. The work is performed under administrative direction of the Director of the Information Center or other administrative supervisor with leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision over the work of others is not a responsibility of this class. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Installs purchased software and modifies program to meet administrative needs;
Establishes production procedures, priorities and controls to insure adequate volume and accuracy in operations to meet needs of departmental activities;
Coordinates the scheduling of testing dates with participating systems personnel;
Analyzes problems and terms of factors such as type and extent of information to be transferred to and from storage units, variety of items to be processed and format of final output;
Insures the system is operating at peak efficiency including receipt and installation of systems software, hardware and modifications suited to the needs of the department;
Designs forms, flow charts, schedules and operational instructions and procedures;
Confers with superiors and operating department personnel to ascertain the nature of projects to be computerized from available software and results required;
Prepares a variety of records and reports related to the work;
Provides technical and production related support for purchased software;
Tunes mainframe computer and related peripheral equipment for production support;
Monitors mainframe system performance and operation and reports problems to supervisor;
Supports data modeling and physical installation of data files;
Analyzes and corrects system problems;
Prepares and updates database dictionary;
Established recovery, backup and enqueueing procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation, care and adjustment of an micro-computer and related peripheral equipment; good knowledge of computer programming and systems analysis principles, techniques, and concepts; good knowledge of application of major types of electronic data processing equipment to accounting, statistical and inventory problems; working knowledge of computer center operations and planning; ability to translate and adapt administrative, statistical and financial data to programs for use in a data processing operation; ability to prepare written material and/or reports; ability to express oneself both orally and in writing; ability to establish and maintain working relationships with program administrators; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in data processing, computer science, computer programming, business administration or related field **AND** two (2) years of experience in the operation of data processing equipment which shall have included computer programming and systems analysis activities; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in data processing, computer science, business administration or related field **AND** four (4) years of experience in the operation of data processing equipment, which shall have included computer programming and systems analysis activities; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in the operation of electronic data processing equipment, which shall have included computer programming and systems analysis activities.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.