

Job Description



Johnson County Government

Department of Human Resources

Job Title: Database Administrator I **Job Code:** 901020 **Job Family:** Information Technology
Pay Grade: JC.17.17 **FLSA:** Exempt **EEO:** Technician
Department/Agency: Countywide **Position Number(s):** Multiple
Recommended Position Title(s): Database Administrator, Database Analyst

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Assists in the optimization of the physical design to meet system performance and storage requirements and performs capacity planning.
- Controls access permissions and privileges.
- Works with DBA II to develop, manage and test back-up and recovery plans; ensures adherence of storage, archiving, back-up and recovery procedures.
- Installs tests and deploys patches.
- Assists developer analysts in ongoing system application support by working closely with IT project managers, database programmers and web developers and performs troubleshooting.
- Communicates regularly with technical, applications, and operational staff to ensure database integrity and security.
- Collaborates on the conceptual design of a planned database and refines the logical design for translation into a physical data model to include both back-end organization of data and front-end accessibility for end-users.

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- Supports the DBA II to install and test the deployment of new databases and performs data conversion.
- Maintains and implements database practices and standards to comply with applicable regulations; writes and maintains database documentation, including data standards, procedures and definitions for the data dictionary (metadata).

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Associate's degree in Information Systems, Computer Science or Electrical Engineering and two years of software engineer, programmer or development analyst experience are required. May require KS/MO driver's license, depending on department or agency.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

No preferred job requirements.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.