

FIRE DEPARTMENT
SANTA CLARA COUNTY

DATABASE ADMINISTRATOR

DEFINITION

Under the direction of the Information Technology Officer, the Database Administrator manages, supports, monitors, maintains, and develops the Department's databases and records management systems, and gathers custom software requirements, coordinates with technology vendors, develops process documentation and training materials for large migrations, and runs advanced multi-source ad-hoc reports for management.

This classification is a Fair Labor Standards Act exempt, unrepresented position in the Classified Service.

EXAMPLES OF DUTIES

The following duties listed are intended to describe the general nature and level of work performed. These duties may include, but are not limited to the following:

- Create new and manage existing design templates to maintain software architecture/implementation standards.
- Upgrade and improve legacy applications as needed to keep critical systems running.
- Develop, monitor, and maintain documentation for Department databases.
- Manage and support projects to ensure that requirements are met; provide user documentation of technical/programming modifications.
- Gather detailed requirements for technically advanced or in-depth software components; build, and deploy custom software; create training materials for such software.
- Generate cross-database summary and graphical reports as requested by management.
- Present, communicate, and articulate technical information to all levels of the organization and to vendors.
- Manage complex application development projects and recommend solutions for data integration.
- Document organizational processes, design user experiences, and create wireframes/mockups of new technology features.
- Develop, document, use, and troubleshoot workflows.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in computer science, quantitative systems, or a related field from an accredited college or university and three (3) years of full time experience in relational database design, integrations, and deployments.

Highly Desirable: SQL certification, FileMaker certification, or Microsoft Certified Solutions Associate certification.

Knowledge Of:

- Windows and Apple hardware environments.
- Software application/system documentation including project timelines, functional requirements, system architecture, detailed system design, entity relationship diagrams, process diagrams, object class diagrams, and user interface definitions.
- Procedures to analyze and evaluate system design specifications and prototypes, and recommend effective data maintenance and update mechanisms and functions.
- Client/server applications and relational databases.
- Applications similar to or same as FileMaker Pro and SQL.
- Advanced use and querying of SQL Server and SQL databases.
- Periscope or equivalent.
- Advanced knowledge of Excel (advanced relational formulas, PivotTables, slicers, PowerPivot, BI Toolkit, ability to create/edit macros, etc.).
- Incident reporting and timekeeping software applications.
- FileMaker Pro and Microsoft Access applications.

Ability To:

- Quickly develop deep understanding of custom relational database ecosystem.
- Guide vendors and developers in creating optimal user experiences.
- Communicate highly technical requirements in a way that can be understood by management, employees, and vendors.
- Write advanced SQL queries and present results in easy-to-understand format.
- Utilize myriad technologies, with a thorough core knowledge of database design philosophies.
- Utilize SQL Server and SQL databases.
- Use Periscope or equivalent.
- Advanced knowledge of Excel (advanced relational formulas, PivotTables, slicers, PowerPivot, BI Toolkit, ability to create/edit macros, etc.).

Ability To: (continued)

- Incident reporting and timekeeping software applications.
- FileMaker Pro and Microsoft Access applications.
- Quickly develop deep understanding of custom relational database ecosystem.
- Guide vendors and developers in creating optimal user experiences.
- Communicate highly technical requirements in a way that can be understood by management, employees, and vendors.
- Write advanced SQL queries and present results in easy-to-understand format.
- Utilize myriad technologies, with a thorough core knowledge of database design philosophies.
- Utilize SQL Server and SQL databases.
- Use Periscope or equivalent.
- Analyze information and situations to define the problem and/or objective, identify issues, and formulate logical conclusions.
- Assimilate new technologies and develop new skills by utilizing technical manuals, journals, books, newsgroups, vendor documentation, and other documents.
- Trace, isolate, debug, and solve problems affecting databases and related systems.
- Utilize oral and written communication skills to develop technology plans, policies, and procedures and convey them to both technical and non-technical audiences.
- Analyze and synthesize statistical data and create detailed and complicated reports and their respective charts, graphs, and mapping.
- Organize and prioritize workload, and to plan, coordinate, and set priorities.
- Provide solutions for data integration with various Department applications.
- Work irregular or protracted hours, including evenings and weekends necessary to meet deadlines and achieve objectives.
- Work independently, with minimal supervision.
- Exercise independent judgment and make appropriate decisions.
- Establish and maintain excellent, effective, and professional working relationships with those contacted in the course of work.
- Work collaboratively.
- Effectively manage multiple projects and priorities.
- Recognize problems and develop recommendations and solutions.
- Communicate clearly and concisely, both orally and in writing.

Working Conditions/Physical Demands: Work is performed both in an office setting and in the field. Prolonged use and exposure to computer screens, charts, spreadsheets and reports. Exposure to noise. Work may involve physical exertion including stooping, reaching, lifting, crawling, and climbing. Use of telephone; write or type on keyboard to communicate; lift, push, pull of weight up to 25 pounds. Manual dexterity; clear, understandable speech; and visual and hearing acuity are also required.

Required License: Possession of a valid state of California driver's license.

Pre-Employment Requirements: The candidate must pass a background check, Live Scan fingerprinting, and psychological evaluation, and completion of a medical examination.