



# Pima County Consolidated Justice Court

## Job Description

<b>Job Title:</b>	<b>Database Administrator</b>
<b>Class Code:</b>	5696
<b>Class Title:</b>	Technical Level 2
<b>FLSA:</b>	Exempt
<b>Court Status:</b>	Court Classified
<b>Salary Range:</b>	\$65, 299-\$97, 949 annually
<b>Minimum Qualifications:</b>	
<p>Bachelor’s Degree in Computer Science or a related field from an accredited college and four years of database development and administration; OR any combination of education and/or experience as approved by Human Resources. Experience with installation, maintenance, and administration of Microsoft SQL Server 2005 or 2008, clustered database environments, and/or virtual server environments preferred.</p>	
<b>Licenses and Certificates:</b>	
<p>None required. Certification as a Microsoft Certified Database Administrator (MCDBA), Microsoft Certified Information Technology Professional: Database Administrator (MCITP:DBA), and Windows Server 2008 Certifications are highly desirable, but not required. Preference may be given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
<b>Summary:</b>	
<p>This classification analyzes, designs, tests and maintains specific database management systems used in the Pima County Consolidated Justice Court (PCCJC). The incumbent is responsible for the planning, maintenance and development of PCCJC databases and database servers. This is a court classified position that reports directly to the Information Technology Manager.</p>	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Champion the values of the court through example and accountabilities;</li> <li>• Serve as a lead database developer to IT staff for complex or unique projects;</li> <li>• Meet with end users to determine specific requirements for data and database systems;</li> <li>• Provide end users with custom reports, automated reports, and ad hoc reports generated from database;</li> <li>• Refine logical designs so it can be translated into a specific data model;</li> <li>• Establish and maintain best practices, documentation standards, database administration practice and procedures;</li> <li>• Establish standard practices for definition and manipulation of data;</li> <li>• Maintain data standards and data integrity;</li> <li>• Maintain optimal database performance by monitoring and tuning database and server settings;</li> <li>• Design and maintain database server disaster recovery plan;</li> <li>• Maintain databases to meet system storage requirements;</li> <li>• Establish and maintain appropriate system/application/user security measures;</li> <li>• Identify, document, and resolve program conflicts with other systems and programs;</li> <li>• Write programs and scripts associated with database performance, recover, statistics, and conversion;</li> </ul>	

<b>Additional Duties:</b>
<ul style="list-style-type: none"> <li>• Advise network administrator on the design and use of database and file structures, and on proper use of the database commands;</li> <li>• Advise programmer analysts on the proper use of database interface methodology;</li> <li>• Provide end user support for Microsoft Access and personal database applications;</li> <li>• Back up user and data files;</li> <li>• Provide testing facilities for application programming;</li> <li>• Represent PCCJC on various court committees and subcommittees;</li> <li>• Provide coverage for other information technology staff as needed;</li> <li>• Provide training on new software.</li> <li>• Complete duties, special assignments and projects as assigned.</li> </ul>
<b>Knowledge of:</b>
<ul style="list-style-type: none"> <li>• MS SQL Server Reporting Services (SSRS) and MS SQL Server Integration Services (SSIS);</li> <li>• Maintaining a MS SQL Server in a clustered environment;</li> <li>• Maintaining a MS SQL Server in a virtual server environment;</li> <li>• Optimizing and performance tuning MS SQL Server;</li> <li>• Database replication, synchronizing different data stores;</li> <li>• Principles and techniques of applications programming and systems analysis;</li> <li>• Project planning and the traditional Software Development Life Cycle (SDLC);</li> <li>• Operating principles, capabilities and limitations of information processing systems, modules subroutines;</li> <li>• ODBC and SQL commands, T-SQL scripting, stored procedures, triggers, functions;</li> <li>• Principles and techniques for the adaptation of office procedures to information processing systems;</li> <li>• Principles and techniques for the development and maintenance, security and privacy measures.</li> </ul>
<b>Skill in:</b>
<ul style="list-style-type: none"> <li>• Communicating effectively both orally and in writing to technical and non-technical court staff;</li> <li>• Managing projects from inception to close-out;</li> <li>• Managing multiple concurrent projects and competing priorities; changing priorities based on new business needs;</li> <li>• Research including the design, analysis and documentation of results;</li> <li>• Effective training and communication techniques;</li> <li>• Analyzing system operations and organize their components in logical order;</li> <li>• Techniques of database design and management;</li> <li>• Identifying, analyzing and resolving database problems applicable to information processing systems;</li> <li>• Organization skills.</li> </ul>
<b>Special Notice Items:</b>
<p>All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials.</p>
<b>Physical/Sensory Items:</b>
<p>Work is generally performed indoors in an office setting and often requires extended hours of sitting. This position requires minimal lifting of up to 50 pounds. Work hours occasionally are required before or after standard court hours or on weekends.</p>