

CITY OF SPOKANE VALLEY
POSITION DESCRIPTION

Class Title: Database Administrator
Department: Finance
Division: NA
Date: April 17, 2023

Job Code Number: 418
Grade Number: 16
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs a variety of database related services that primarily include designing, maintaining and implementing database systems to meet the City's needs. Responsible for data analysis, administration, database tuning, user support, performance measurement, scripting, report writing, troubleshooting, and analysis of City database software systems; software identification, procurement, and installation; and reviewing business technology needs of the City operations for database administration. May be assigned other Information Technology duties.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Design, implement and maintain database systems to track City information in the areas included but not limited to; public works projects and contracts, community development to include on-line permitting, GIS, finance, administration and human resources.

Conducts need analysis with City departments to determine software requirements; communicate with department personnel to facilitate the study, use, application and enhancement of database application systems. Provides technical expertise and input.

Analyze and resolve problems associated with software applications. Detect, diagnose and report related problems to applicable software vendors; secure, install, and test vendor supplied software fixes.

Perform a variety of technical duties related to the design, development, acquisition, implementation, production support, system administration, database administration, and maintenance of complex computer and information related systems; provide vendors with design specifications as needed.

Develop and maintain appropriate documentation, including necessary updates on City systems.

Respond to departmental requests for database reporting support. Coordinate and/or provide training to users, I.T. staff, and other department personnel in the use of business application systems and equipment.

Communicate with officials, business community representatives, City department personnel, etc. on automation-related activities or projects.

Install commercial application software, and City produced software; develop associated application menus and procedures for users.

Attend departmental and public meetings to discuss and/or address issues and policies. May advise and recommend policies on the use of information technology.

Participate in and support team activities in a constructive, open and positive manner. Cross-train and backup other Technology Services staff.

Prepare accurate and timely reports and other written documents as directed.

Become familiar with, follow, and actively support the mission, vision, values and behaviors statements of the City and department.

Perform other duties as assigned.

PERIPHERAL DUTIES

Provide backup support for related positions as needed.

Represent the City at various conferences and meetings. Serves as a member of various employee committees as assigned.

Perform related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a four-year college or university with a degree in Information Technology, Computer Science, or a closely related field; and
- B. Three years of increasingly responsible experience in the analysis, design, implementation and support of complex computer systems, at least one year of which is in database administration; or
- C. An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of database systems including relational database administration and data extraction.
- B. Ability to support staff in applications such as: Enterprise Financial Management Software; SmartGov permit tracking system, Sportsman parks and recreation software, Microsoft SQL or ACCESS databases, Crystal Reports and HTML.
- C. Ability to maintain assigned programs and systems; ability to troubleshoot assigned programs; ability to meet project deadlines; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with, peers, vendors and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow or give verbal and written instructions, as applicable.
- D. A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Microsoft or related certifications desired but not required, including but not limited to Microsoft Certified Professional (MCP) or Microsoft Certified Systems Engineer (MCSE).

TOOLS AND EQUIPMENT USED

Personal computer, printer, server, copy machine, telephone, hand tools and various diagnostic tools such as ETHERNET, NCP, and TSM, data scopes and breakout boxes.

PHYSICAL REQUIREMENTS

The physical requirements listed in this section include, but are not limited, to the motor/physical abilities and skills required of this position in order to successfully undertake the essential duties and responsibilities of the position. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to help individuals with disabilities to undertake the essential duties and responsibilities of the position.

While undertaking the essential duties and responsibilities of the position, the employee must repeatedly sit, speak, hear, listen and detect sounds, and use arms and hands to grip, hold, reach, or manipulate the listed tools and equipment. The employee is periodically required to walk.

The employee must periodically lift and/or move up to 25 pounds. The employee must be able to differentiate colors and see small objects at close range.

Employees in this position are expected to be generally available after normal business hours on evenings and weekends to provide support for the various key business systems supported by the IT division.

ADVERSE WORKING CONDITIONS

Adverse working conditions include, but are not limited to, extreme or intense environmental circumstances (such as wetness, heat, cold, darkness, light, confined spaces, height, hazardous materials, vibration, shock, explosion, etc.) to which the employee may be exposed while undertaking the essential duties and responsibilities of this position. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA) so that employees with disabilities may more successfully manage in said working conditions.

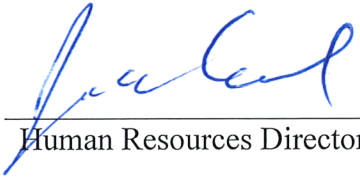
This position works in a general office environment. There are currently no adverse working conditions associated with this position.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective Date: April 17, 2023

Revision History: 9/23/2008 – Established
4/17/2023 - Update