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Database Administrator	January 2, 2020	XVII	Professional
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CHARACTERISTICS OF WORK

The role of this position is to design, install, monitor, maintain and performance tune enterprise-wide databases while ensuring high levels of data availability. This individual is also responsible for the design and implementation of systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets.

EXAMPLES OF WORK

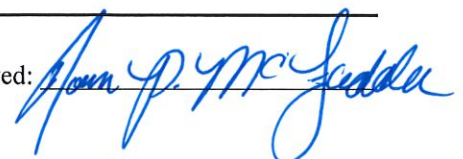
The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Assess and develop long-term strategic goals for production databases in conjunction with data owners and department managers.
- Work with application development staff to develop database architectures, coding standards, and quality assurance policies and procedures.
- Design and implement redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets.
- Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.
- Create models for new database development and/or changes to existing ones.
- Install and configure relevant network components to ensure database access as well as database consistency and integrity.
- Respond to and resolve database access and performance issues.
- Monitor database system details within the database, including stored procedures and execution time, and implement efficiency improvements.
- Monitor, optimize and allocate physical data storage for database systems.
- Plan and coordinate data migrations between systems.
- Develop, implement, and maintain change control and testing processes for modifications to databases.
- Create, or support creation of, required reports in response to business user needs.
- Perform database transaction and security audits.
- Establish appropriate end-user database access control levels.
- Develop routines for end users to facilitate best practices database use.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in computer science, management information systems, or related field, OR the educational equivalent to a diploma from an accredited high school plus four years of related experience. Experience in database management. Working technical experience with designing and deploying enterprise-wide data management environments with a strong understanding of relational database structures, theories, principles and practices. Experience in replication and disaster recovery. SQL Server Integration Services (SSIS) and SQL Server Reporting Services (SSRS) experience.



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Education and experience (continued):

Demonstrated experience in optimization, clustered databases, multiplatform environments, database architecture, email/web integration, and cloud-based solutions. Data warehouse experience preferred. Experience with various complexities of integration and analytic cube development preferred.

Knowledge, skills and abilities:

Proficiency in database administration of SQL Server Enterprise and/or Oracle. Well-developed sense of urgency and follow-through. Good written and oral communication skills. Strong technical documentation skills. Highly self-motivated and directed. Keen attention to detail. Ability to conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities. Ability to effectively prioritize and execute tasks in a high-pressure environment. Strong customer service orientation. Experience working in a team-oriented, collaborative environment. Adept at conducting research into project-related issues and products. Must be able to learn, understand, and apply new technologies.

Working conditions:

Office environment.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

