

Job Description



Johnson County Government

Department of Human Resources

Dept./Agency: Countywide **Position Number:** Multiple **Pay Grade:** JC.17.19
Job Title: Oracle Database Administrator I **FLSA:** Exempt **EEO:** Technician
Recommended Position Title(s): Database Administrator, Database Analyst **Job Family:** Information Technology

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.

Essential Duties:

Maintains effective communication and good working relationships with employees at all levels of the County and customers outside the department in all key functional areas.

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 the 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.

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).

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.

Education and Formal Training:

Required: Associate's degree in the following field(s) of study: Information Systems, Computer Science or Electrical Engineering.

Preferred:

Experience may be substituted for degree.

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Experience:

Required: Two years relevant experience as a software engineer, programmer or development analyst.

Preferred:

Education may be substituted for experience.

Special Knowledge, Skills and Abilities:

Required: Attention to detail; Analytical skills, including research skills, ability to interpret data, ability to conceptualize, ability to analyze information, and ability to write formal recommendations based on findings; Computer - mainframe environment; Keyboarding Ability; Human Relations/Interpersonal skills; Written communication skills, including business writing, report writing, summarizing, and editing skills; Oral communication skills, including presentations to (individuals); Ability to maintain confidentiality; Time management skills, including the ability to manage multiple concurrent projects and meet deadlines; Knowledge of appropriate computer operating systems.

Preferred: Project management skills, including organization, coordination of duties, and/or accomplishment of goals.

Supervisory Duties:

No supervisory duties.

Budget Related Duties:

No budget-related responsibilities.

Licenses, Professional Certificates, Registrations and other requirements of the job:

Drivers License: Depending upon department/agency, may require KS/MO Driver's License.

Background/Reference Screening: Johnson County Government requires reference/background screening for all positions.

Physical and Environmental Factors:

Special Working Conditions:

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

Equipment Operation:

Office equipment, including computer, printer, copier, telephone, fax machine, and related equipment.