

Oklahoma Department of Corrections
Unclassified Job Descriptor

DATA BASE ADMINISTRATOR

Basic Purpose:

Positions in this job are responsible for monitoring and maintaining on-line databases related to the storage, maintenance and recovery of data in a computer database system. This includes designing, implementing and maintaining on-line databases, security access systems, data sets and jobs, defining file or space utilization parameters, supporting data dictionary activities, installing vendor software products, completing projects following established standards while maintaining a high level of user trust, satisfaction and confidence.

Typical Functions:

- Design and implement on-line databases, security access systems, data sets and jobs; define parameters for file or space utilization; establish direct access files or other file configurations as required; monitor space utilization and make modifications as needed.
- Provide applications development and other division personnel with database and security information required to support application design and development; support repository/database dictionary requirements and activities; develop, implement and monitor control blocks and data definitions to support databases.
- Install and modify vendor database software products; conduct appropriate tests to insure compatibility of new or modified programs with operating system, data security, and performance requirements.
- Confer with computer operations, technical support, user and vendor representatives concerning database requirements, system performance, software maintenance, and capacity planning and data security requirements. Maintain database systems at 99% uptime and reliability.
- Review systems specifications for compliance with departmental, division and database administration standards.
- Respond to database operational emergencies as required including database recoveries involving the use of database log files which provide for the recovery of databases with no loss of data and which do not require the users to reenter data into the database.

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- Participate in structured walk-throughs and other activities to review systems and provide training and support.
- Perform ongoing review of applications systems and programs; identify problems and develop appropriate solutions.
- Research and stay current on the latest database concepts and technologies.
- Prepare status reports as defined by management.

Knowledge, Skills, and Abilities:

Knowledge of technical principles, theories, concepts and technologies; of new computing architectures and implementation of complex database structures. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations; to write reports, business correspondence and procedure manuals; to effectively present information and respond to questions from managers and customers; to work effectively with internal and external customers; to establish and maintain effective working relationships; to effectively communicate effectively both orally and in writing; to define problems, collect data, establish facts, and draw valid conclusions; and to work with mathematical concepts and perform basic mathematic calculations. Must be proficient in desk top applications and specialized analytical, monitoring, database and operating system software; and have a complete understanding of technical principles, theories, concepts and technologies is required.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Associate's Degree (A.A./A.S) in Computer Sciences, Business, MIS, Engineering or related discipline with an information technology focus, and four (4) years professional-level experience in implementation, operation and maintenance of large-scale databases, across multiple hardware and software platforms and in new computing architectures and implementation of complex database structures. An equivalent combination of education and experience substituting one (1) year of experience in computer science, information technology, database implementation, disaster recovery and continuity planning or closely related field for each required year of education.

Preferred Qualifications: Above listed minimum qualifications plus four (4) years professional-level database administration experience in an Oracle environment.