



# City of Peoria

## HUMAN RESOURCES

### **Title:** Database Administrator

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Network Supervisor.  
This is a non-supervisory job classification.

**MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
  
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
  
- **Licenses/Certifications/Special Requirements:**
  - Microsoft Certified Solutions Associate on SQL Server upon hire.
  - ACJIS TOC-D within 6 months of hire.

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

**JOB SUMMARY**

The purpose of this position is to develop, maintain, and support information systems and tools, troubleshoot, program, test, and support various systems software for the City through a centralized IT Department. Administers the availability and performance of the City's SQL Server databases; provides design, development, testing, implementation, maintenance and support of the databases; writes specifications and test plans; works closely with department personnel; attends meetings and training; reviews products; prepares reports, charts and diagrams; completes queries; and programs.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Carries out Database Backup, Restore and Maintenance Strategy; adjusts as needed to ensure City's databases are protected as strategic assets.
2	Monitors and troubleshoots database performance or availability problems; makes recommendations to respective application areas.
3	Installs and configures database software; applies database Service Packs.
4	Performs and / or oversees data migration, data conversion, application upgrades when involving database processes, database testing, creation of database action plans, and import / export processes involving databases.
5	Creates and / or executes database scripts for the purpose of creating or changing database objects or when required to modify production database data.
6	Determines database requirements involving server and network infrastructure upgrades.
7	Reviews and advises security administrator regarding database security requirements; modifies database security as required.
8	Advises leadership on all issues affecting the viability of database services.



# City of Peoria

## HUMAN RESOURCES

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

### MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanners, copy / fax machine, and related software.

### PROTECTIVE EQUIPMENT REQUIRED:

None required.