Title: Data Administrator
Department: Administration
Division/Office: Information Technology Office

Kent County
Levy Court
SERVING KENT COUNTY WITH PRIDE
555 Bay Road, Dover, DE 19901

Grade 2125; FLSA Exempt position; Category: Classified; Job Code: DBAD; Rev.:04/14/2022

General Description

The purpose of this job is to perform complex technical and responsible professional work designing, defining, configuring, maintaining and monitoring database structures for County database management systems including architecture design and development, system integration, performance analysis, system evaluation, via queries, software and system monitoring tools in a hybrid environment.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plan and implement short- and long-term enterprise data and website strategies to align with IT mission and goals.
- Provides technical support for ERP and GIS application interfaces with IT systems.
- Provides technical guidance to applications programmers on the effective use of the specific enterprise data.
- Creates, implements, and manages database schemas, tables, optimizing efficient index maintenance, storage allocations, etc.
- Maintains the data integrity of our On-Premise and Cloud databases; ensure the integrity and usability of the data in regular operations.
- Troubleshoots and resolves database issues related to performance, integrity, replication and backup of systems hardware to include SQL and standalone databases.
- Monitors the specific database management systems engine performance.
- Performs capacity planning and data integration assessment for Cloud based databases.
- Performs application tuning. Defines and addresses data security; provides database encryption, backup, recovery, version upgrades and migrations. Assists in the creation, maintenance and enforcement of standards for all databases.
- Creates disaster recovery procedures.
- Defines and addresses data security; implements database encryption, backup, recovery, version upgrades and migrations.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in computer science, information management, business administration or related field, supplemented by six (6) years of progressively responsible experience in information systems management including utilization of applications in a Cloud and On-Premise environment, managing a multi-vendor and contractor service environment including considerable

Title: Data Administrator
Department: Administration
Division/Office: Information Technology Office

Kent County
Levy Court
SERVING KENT COUNTY WITH PRIDE
555 Bay Road, Dover, DE 19901

Grade 2125; FLSA Exempt position; Category: Classified; Job Code: DBAD; Rev.:04/14/2022

supervisory/management experience, or possession of any equivalent combination of education, training, and experience.

Additional Requirements:
Advanced knowledge of Microsoft Azure SQL and Microsoft SQL Database architecture, SQL query language and scripting, Microsoft Active Directory, SQL backup utilities, and regular database maintenance procedures. Skilled in scripting, development of various database administration functions, creation and modification of database models, generating tables, reports or data extractions via SQL queries and scripts. Knowledge advanced PC skills, such as word processing, spreadsheet, and file transfer; excellent oral & written communication skills; ability to monitor performance of programs after implementation; ability to understand and work from oral and written directions; ability to coordinate design and plan projects; ability to supervise and evaluate the work of others; ability to prepare detailed reports; ability to deal effectively with and maintain effective relationship with staff, supervisor, and the public; ability to communicate effectively; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:
This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:
• Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:
Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

_____
Employee Acknowledgement