



Seminole County Sheriff's Office

DATABASE ADMINISTRATOR

Class Spec Code: 1090
Established Date: 10/14/2020
Last Revised Date: 01/10/2022
Effective: 11/18/2022

Salary Range

\$26.59 - \$39.89 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Determined by Position

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Design, create, maintain, and back up databases used to accomplish the Sheriff's mission, focusing on security, performance, and integrity of, as well as access to, the data.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Maps out conceptual design for planned databases, identifying requirements by interviewing users, analyzing existing systems, consulting with software programmer/analysts, and using other applicable sources of information.

Works closely with software application developers and third-party vendors to provide efficient and secure access to databases by applications.

Works closely with end-users to determine requirements to access databases, then manages security and monitors access.

Monitors performance and manages parameters to provide fast, efficient access to data for applications and users.

Responsible for ensuring efficient physical storage of data; for installing/upgrading to and testing of new versions of the DBMS and maintaining database documentation; for maintaining data standards as required for accreditation or legal requirements; for maintaining security and controlling access permissions and privileges.

Responsible for developing, managing, testing, and monitoring backup and recovery plans; for capacity planning, ensuring that storage is sufficient to meet growth expectations.

Responsible for writing and evaluating T-SQL scripts, views, stored procedures, and functions for secure and efficient manipulating of data or database structure.

Supports peer technology staff as well as end-users, sharing knowledge and experience where helpful.

Minimum Qualifications

- Bachelor's Degree in Computer Information Services, Computer Science, or related field
- Supplemented by four (4) years of progressively responsible work experience in a large database computer environment
- Consideration may be given to equivalent combination of related training, education and experience
- Certification in one of Microsoft's database related fields preferred
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include schedules work hours, and required training activities, calls for mandatory overtime needs and call for service during times of an

emergency.

Extensive knowledge of database theory and design. Knowledge of Microsoft SQL Server and Microsoft Transact-SQL structured query language. Knowledge of profiling tools, and ability to use them to troubleshoot and enhance performance and a general understanding of routine maintenance, backup, and recovery of a database.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere. The incumbent performs most illustrative duties in a sedentary position. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime