

County of Berks

POSITION DESCRIPTION FORM

Position Title: Oracle Database Administrator (DBA)

Department: Information Systems Reports To: Development Services Manager
(Title)

Wage Category: Exempt Non-Exempt

EEO-1 Category: Professional Union Classification: N/A

POSITION SUMMARY:

The Oracle DBA's primary responsibility will be to provide database administration support to the development team. The Oracle DBA will perform software engineering duties to support the integration of additional functionality into the system and/or modify existing system functionality. The Oracle DBA must have working knowledge of Oracle Database administration functions, database structures and design. The Oracle DBA will develop and maintain scripts and programs for data exchanges and interfaces with external systems. The Oracle DBA will coordinate format requirements for data interfaces with mission critical systems. The Oracle DBA will resolve interface requirement issues. The Oracle DBA will provide general technical and network administrative support. The Oracle DBA will provide metric reporting to client management. The Oracle DBA will provide recommendations regarding enhancements and improvements to the technical environment and processes.

POSITION RESPONSIBILITIES:

Essential Functions

Performs any/all tasks within Oracle/DBA lifecycle (design, development, unit/class testing, maintenance, documentation).

Designs and implements capacity planning architecture of database systems to accommodate increasing business requirements and changes.

Evaluates, designs, develops and implements latest database products, updates and patches.

Develops load test plans and provides feedback to development team on load test results.

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Coordinates all change management tracking, testing and documentation for all Oracle databases.

Ensures that database performance and availability meets the requirements and expectations of the County.

Performs advanced reporting and data extraction requests.

Analyzes, designs, develops and implements application components for Oracle and SQL Databases.

Accountable for business continuity of web based applications project implementations.

Performs analysis, writes program specifications and develops designs for medium to large size projects.

Evaluates options for meeting user needs and ensures that system requirements are identified, prioritized and incorporated in an effective, efficient manner.

Non-Essential Functions

None

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Information Systems or related field.
2. Oracle Certified Associate (OCA), Oracle Certified Professional (OCP) or Oracle Certified Master (OCM) certification preferred.
3. Five (5) years of experience as an Oracle DBA with experience in performance monitoring, tuning, debugging, planning, data modeling, managing patches and releases, creating users and assigning roles and designing and implementing databases.
4. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent verbal and written communication skills.
2. Must be a dynamic and self-starting individual, able to work as part of a team or independently.
3. Strong prioritization skills and ability to adapt to change.
4. Ability to work in a high pressure and dynamic environment.
5. Ability to objectively analyze operational situations in various work environments and make recommendations for improvements to processes.

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6. Hands on SW development experience.
7. Requires working knowledge of hardware, software and system analysis.
8. Excellent organizational and problem solving abilities.
9. Strong knowledge of Oracle12i, SQL Server and Websphere is a plus.

PHYSICAL DEMANDS:

Occasionally must lift and carry computer and peripheral equipment, weighing up to 20lbs, short distances with a limited amount of bending, crouching, crawling, stretching.

WORKING ENVIRONMENT:

Most work is performed in a normal office environment. A very small percentage (<2%) of work may be performed in confined spaces that may be dusty, damp and/or dirty.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
