



ASSISTANT DATABASE ADMINISTRATOR

Definition

Under direction, the Assistant Database Administrator assists in managing, designing and controlling VTA's database structures, instances, tables and related systems; and assists in overseeing data integrity.

Distinguishing Characteristics

This is the sub journey-level class within the Database Administrator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and complexity of duties assigned. Incumbents at this level handle database management work of average difficulty with minimal assistance.

This class assists the Database Administrator with operational responsibility for the installation, maintenance and performance tuning of VTA's database products. This responsibility includes the review and approval, under direction, of applications structures and systems structure designs to ensure correct implementation of the database, and to protect the integrity, security, and performance of VTA's database.

Typical Tasks

- Establishes physical and logical database architecture and structures for maximum retrieval and efficiency;
 - Assists in managing and controlling VTA's database structure to maintain database integrity, accuracy, security and performance efficiency;
 - Participates in special projects and long range planning activities related to the administration and design of VTA's databases and supporting systems;
 - Assists in reviewing the design of programs accessing VTA's databases to ensure the storage, security, selection and retrieval of information in a logical, orderly manner;
 - Tests new database releases and determines the impact of installation on existing production systems;
 - Assists in analyzing and resolving user problems related to VTA databases and supporting systems;
 - Performs related duties as required.
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Employment Standards

Sufficient training, education, and experience to demonstrate possession of the required knowledge, skills, and abilities.

Development of the required knowledge, skills, and abilities is typically obtained through a combination of training and experience equivalent to graduation from an accredited college or university with a four-year degree in information systems, computer science, or a related field.

Knowledge of:

- Database design, implementation, maintenance, integration, troubleshooting and recovery techniques and procedures;
- Database and data dictionary concepts, database structures, and operating system interfaces;
- Data modeling and flow analysis, extraction and access methods, storage allocation and security requirements.

Ability to:

- Assist in managing and controlling VTA's database structure to maintain database integrity, accuracy, security and performance efficiency;
- Develop and enforce database standards and database security;
- Troubleshoot database and related system failures and problems;
- Perform technical duties, tasks and activities in support of VTA's database systems;
- Prioritize complex and demanding work loads;
- Establish and maintain cooperative working relationships with those contacted in the course of work.