

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Database Manager/Administrator		<b>Class Code:</b> 00EAM6
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 11-25-14
	<b>Summary:</b> Incumbent is required to manage, plan, organize and control all operations and activities of a large computerized data-processing system		

**Duties:**

- Plans, manages, organizes and controls all operations and activities of agency database projects;
- Ensures that supported databases have well documented maintenance plans and recovery procedures and that qualified staff are available to maintain current database systems;
- Evaluates and selects infrastructure components;
- Consults with agency users on functional aspects of requirements, schedules and implementation strategy.
- Determines staffing needs and arranges for manpower assignments to meet schedule requirements;
- Creates and maintains a team atmosphere and work environment to promote project work productivity;
- Ensures concurrence with organization's standards and procedures including system development methodology, design and programming standards, reporting standards and work standards;
- Reviews and approves database project documentation, measures progress against project schedule and budget, takes corrective action and resolves issues as appropriate;
- Prepares database project activity and status reports regarding the database management section and advises higher level management of problem areas requiring their action;
- Regularly meets with agency management to discuss project status, prioritization of changes and/or enhancements and project concerns;
- Performs related duties as required.

**Job Requirements**

- Broad knowledge of cost project management, benefit analysis, risk analysis, risk determination, budgeting, funding and estimation resources;
- Broad knowledge in the technology of both the Data Base Management System (DBMS) and the operating system chosen for the data warehouse or data mart;
- Broad knowledge in software and utilities related to supported DBMS such as Reorg, Backup, Recovery, Load and Unload;
- Broad knowledge of capacity planning and disaster recovery;
- Broad knowledge of relational database and/or data warehouse design techniques and dimensional modeling processes;
- Broad knowledge of computer hardware/software capabilities and configurations;
- Basic knowledge of computer programming, including computer languages and testing of programs;
- Broad knowledge of data communications, including networking, Mainframe Connectivity and Communications Server;
- Broad knowledge of the most recent technical developments in the database administration field;
- Ability to perform logic analysis;
- Ability to read and understand complicated technical manuals;
- Ability to apply theories, principles and methodologies to existing computer software;
- Ability to lead, encourage and influence others to perform;
- Effectively Communicate, both orally and in writing;
- Working knowledge of database systems development, information technology, computer terminology, systems analysis and design, programming and tools and approaches to systems analysis and design;
- Thorough knowledge of database project management theories and practices.

**Difficulty of Work**

Incumbent applies established agency guidelines for systems development and generally establishes project management practices and techniques to insure computer systems under development for a variety of program areas are delivered per user specifications on time, and within the allocated budget. Incumbent exercises good technical and administrative judgment in determining the appropriate resources and in determining the allocation of those resources in order to coordinate completion of a database project to meet the database project plan. Assignments involve managing new techniques. All database projects vary in complexity and are situation dependent. Incumbent must constantly monitor for potential problems and develop contingencies for unexpected problems to insure the completion of the project within established timetables.

**Responsibility**

Incumbent is provided objectives and boundaries and is responsible for ensuring work is in compliance with the policies, programs and practices of the agency and IT division. Incumbent's work has an extensive impact on the IT division's operations and other major agency programs and operations. Problems that may impact the agency's operations significantly may be discussed with the manager.

**Personal Work Relationships**

Incumbent works with the agency personnel, consultants, vendors, representatives from other agencies and any other individual or group involved with the project to effectively manage project related efforts. Contacts are for the purpose of directing, managing, supervising, problem solving, sharing, describing, troubleshooting and analyzing. Incumbent communicates program progress to management.