

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Database Administration Specialist 3</i>		DIVISION: <i>Family and Staff Support Services</i>	DEPARTMENT: <i>Information Technology</i>
WORKING TITLE: <i>SQL_OnBase_VMware DBA/admin</i>		PCN & CLASSIFICATION OF SUPERVISOR: 736006 Data Systems Manager 1	JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: 69953		PCN: 736110 PAY RANGE: 28	REVISION DATE: 4/18
EQUIPMENT USED: <i>telephone calculator printer fax machine server/SAN computer copying machine automobile authentication security and firewalls</i>			
<p>Education: Core undergraduate in Computer Science or Information Systems or equivalent work experience. AND Experience: Minimum 4 years combined work experience in any combination of the following: designing and implementing high availability solutions, performing solutions design, providing technical Tier III database support, developing project plans with project manager or recommending approach through defining tasks and/or leading meetings relating to design, implementation, operation and ongoing maintenance of databases systems including 2 years technology related work experience as a database administrator or an OnBase /Vmware System administration.</p> <p>PREFERRED: Two yrs. as a DBA for critical operational systems; Designs standards for the exchange of data between systems, including data security models; Issues Tier III resolution; IT Certifications in any core technology stack, MCSE, OnBase, VMWare, CICSO, ITIL or ISO/IEC related certifications, mobile computing environments; MS Surface, iPads, iPhones, and above average experience in the maintenance of security patching, scripting, client-server computing architectures; excellent communication and organizational skills.</p>			
PURPOSE: <i>Employee installs and maintains OnBase administration, SQL databases, manage VMware SQL servers for the agency; analyzes and maximizes network utilization and performance; coordinates information between end-users and IT staff to maintain a full functioning of all SQL databases; documents network design and keeps records of configuration and security changes The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>			
45%	JOB DUTIES: Design, maintain and implement high availability OnBase/SQL dbs, Vmware solutions. Designs/plans server set-up and recommendations. Configures/sets-up databases, setup interconnects, configure dba storage, software. Monitors load balance, tuning parameters for high performance. Configures Standby Servers. Configures and implement replication and validates back-ups. Develop standards/best practices. Creates documentation of installation procedures monitoring procedures, security policies, configuration changes, migration procedures and best practices for development teams. Performance tuning and configuration. Conducts performance tuning system configuration running on multiple platforms. Data migrations, business process monitoring, Solutions for problems identified with desktop hardware and application support issues escalated from the IT Service Desk, consults with users on possible solutions. Participates in continued technical training/certification, supervisory conferences and other department/agency meetings as needed. Plans and conducts formal mentorship activities for peers and/or lower-level staff via verbal instruction or technical documentation.		

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30% Solutions Design, Works with IT Architecture staff and/or IT Managers to design solutions that meet agency requirements; assists analysis of the solution design's business case; authors portions of the solution business case.

20% Database support; issues Tier III resolution; reporting business intelligence, Understands business intelligence data needs; replicates and transform data for business intelligence; designs standards for the exchange of data between systems, including data security.

5% Performs other related duties as assigned

Position serves on-call rotation and is subject to call-in during non-working hours, as necessary.

Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.

List no. of positions and Class Titles of positions supervised

Signature of Agency Representative

Date