

HAYS COUNTY JOB DESCRIPTION

Job Code: 0933
Grade: 114
FLSA: Exempt

Prepared by: Human Resources
Date Prepared: June 2017

SQL Database Administrator/Project Analyst

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the SQL Database Administrator, maintains and enhances the County's database and application environment.. Work is performed under the supervision of the Information Technology Director. Takes a leading role on analysis of any projects assigned and performs other related duties as assigned. This position affects the operation of the department, which may include operations of other Hays County departments.

Responsibilities

- Performs Project Analysis to determine infrastructure needs for county systems.
- Performs SQL Reporting within the Odyssey Program.
- Supports and maintains the county's database environment, reports, and third-party developed database applications.
- Performs system tuning, performance monitoring and database maintenance.
- Maintains documentation related to support applications and databases.
- Tracks and inventories all computer related equipment for Hays County.
- Assists on any projects as assigned.
- Assists in the placement of web site information, ensuring consistency, accuracy, appropriateness and timeliness of content and graphic stands.
- Assists supervisor with client data acquisitions and conversions.
- Prepares and submits required documents for work completed and in progress.
- Evaluates competitive products for design soundness, failure modes and functionality.
- Monitors and manages costs of county wide wireless usage.
- Assists with collecting data and prints current Legislative traffic/license and weight violation forms.
- Provides a variety of technical support in the use of all county software applications, including relational data bases, word processing, spreadsheets and Internet access.
- Assists as a liaison between outside contractors and county departments.
- Assesses the effectiveness of the county's software and hardware by responding to user comments.
- Maintains and creates the content of complex web sites and pages suited for Internet and Intranet purposes.
- Assumes the responsibility of providing timely appropriate responses to technical comments or problems stating challenges and providing clarification in a courteous and professional manner.
- Provides phone and remote support.
- Performs other job-related duties as assigned.

Knowledge Required

- General knowledge of the principles and practices of budget development, monitoring and project evaluations.
- Professional knowledge of software manuals, hardware manuals, architectural drawings and blueprints, and wiring diagrams used in the installation and maintenance of computer systems.
- General knowledge of the Information Technology Department regulations, policy and procedures.
- General knowledge of the functions and duties of a Texas county and various computer applications performed by a county.

- General knowledge of the Federal, State and Local laws and protocols relating to data processing, and records retrieval and retention for a local government agency.
- General knowledge of the principles, practices and techniques of public accounting and particularly government accounting.
- Professional knowledge of computer hardware and software used in the county operations.
- Proficient knowledge of HTML, CSS, PHP, JavaScript, XML.
- Proficient knowledge of general public administration principles and practices including budgeting, project management and training.
- Professional knowledge of modern business office practices and procedures.
- General knowledge of Hays County regulations, policies, and procedures.

Required Skill

- Extensive skill in the operation of Microsoft SQL Server
- Proficient skill in SQL Server Performance Tuning
- Extensive skill in the operation of information technology hardware and peripherals as related to assigned function.
- Extensive skill in the development and operation of spreadsheets, databases and a variety of software packages.
- Extensive skill in user interface and design.
- Exceptional skill to communicate clearly and concisely, verbally and in writing.
- Exceptional skill to effectively manage multiple projects and deadlines simultaneously and have exceptional attention to detail and perform consistent work product validation.
- Professional skill in reading, analyzing and interpreting common technical journals, financial reports, budgets and legal documents.
- Professional skill in maintaining accounting records and report preparation.
- Professional skill in applying mathematical and algebraic concepts such as fractions, percentages, ratios and proportions.
- Proficient skill in performing system analysis, programming and in using and troubleshooting software applications.
- Proficient skill in establishing and maintaining effective working relationships with supervisors, co-workers, outside agencies and the general public.
- Proficient skill in operating standard office equipment, such as personal computers, calculators, and telephones.

Education and/or Experience

Any equivalent combination of experience and training may be substituted on a year for year basis.

- Bachelor's Degree in business administration, computer science, accounting, finance, or a closely related field.
- Five (5) years' experience with inventory management, computer science applications including hardware, software, and networking, or a closely related field.
- Minimum four (4) years' experience working with computers and office software (Microsoft Office Suite)

Licenses, Registrations, Certifications, or Special Requirements:

- Valid Class C Texas Driver's License and good driving record.
- Individuals holding or considered for a position which has, or may have, access to Criminal Justice Databases including the FBI Criminal Justice Information Systems and similar databases, must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems.
- Incumbent must also maintain the ability to pass yearly records check.

Supervision

- The SQL Database Administrator consults with the Supervisor for all consultation, development of deadlines, projects, and work to be done.

- The Supervisor will be informed of progress, potentially controversial matters, and assist this position with unusual circumstances that do not have a clear precedence.
- The SQL Database Administrator is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility, compatibility and effectiveness.
- The SQL Database Administrator is responsible for planning and carrying out assignments, resolving conflicts, coordinating work with others, and determining the approach and methods to be used.

Guidelines

The SQL Database Administrator must use judgment in interpreting and adapting policies and technical guidelines for applications to specific cases or problems. This position must have a strong work ethic. The SQL Database Administrator must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable and have a proper attitude. The SQL Database Administrator must be available to respond to support requests in an on call schedule and work alternate schedules as required.

Emotional Demands

This position must handle a stress level of planning, coordinating, and advising on work efforts trying to resolve operating problems by influencing or motivating members of the general public and Hays County departments. This position must work under the stress of handling many requests from various departments and individuals sometimes with conflicting deadlines. The purpose of these meetings is to plan, coordinate or advise on work efforts to resolve operating problems. The employee could be subject to work in the physical location of inmates while working under the protection of a corrections officer at the jail facility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Sit/Rarely defend oneself from physical attack
- Occasionally lift and/or move up 75 or more pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Concentrate for long periods of time

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. The employee must travel to various locations throughout the county to perform administrative functions. The employee occasionally works in confined areas such as in ceilings and below floors and sometimes works from heights. The employee is sometimes exposed to the risk of electrical shock. The employee must travel to various departments and job sites and is occasionally exposed to health or physical hazards at those sites, such as violent or contagious individuals. Employee may be required to wear protective gear. The work involves everyday risks or discomforts requiring normal safety precautions of offices, meeting rooms or vehicles.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the Hays County Personnel Policy Manual May 2000, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are

terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

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