CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION

DATABASE ADMINISTRATOR
Class Code: 1515  
Job Family: Information Systems  
Classification: Support Staff  
Terms of Employment: Pay Grade 63 on the Support Staff Salary Schedule  
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY: 
Under general direction, responsible for all aspects of the International Business Machines (IBM) Database (DB) 2, and ORACLE for Operating System (OS)/390, mainframe relational database systems including DB2/ORACLE interfaces, design, security, and recovery. Creates and maintains database structure systems for administrative departments and school use.

ESSENTIAL DUTIES AND RESPONSIBILITIES: 
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented. 
1. Works alone and with the Information Systems Department application development staff to design database structures for the ultimate benefit of all users. 
2. Modifies existing database structures as data needs change. 
3. Designs and implements database recovery procedures for the individual application databases and for the entire DB2 and ORACLE systems. 
4. Trains the development staff in database applications, work procedures, design and programming, and provides technical assistance in difficult situations, as required. 
5. Trains and supervises assigned staff. 
6. Provides input into goals, objectives, and budget development for the division. 
7. Evaluates database system performance and recommends and/or implements corrective action if system performance is deficient. 
8. Documents and publishes database standards, rules procedures, policies, and other information. 
9. Establishes priorities, work schedules, and project plans; meets with staff user departments to give periodic updates of projects and schedules. 
10. Monitors DB2 and ORACLE system performance related data on a daily basis and modifies appropriate system tuning parameters to correct and prevent problems. 
11. Schedules and performs all ongoing performance related maintenance activities for individual database applications and DB2 and ORACLE systems. 
12. Assists the systems programming staff in DB2 and ORACLE version migrations and installs. 
13. Provides input for the evaluation of assigned staff. 
14. Conforms to safety standards, as prescribed. 
15. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS: 
Involves all aspects of designing, creating, maintaining, evaluation, and utilizing database systems on the mainframe computer and any other platform, as needed.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations): 
1. Knowledge of project management principles and practices. 
2. Knowledge of principles, practices, and methods of computer programming, system analysis, and the development of new computer applications. 
3. Knowledge of computerized equipment capabilities. 
4. Knowledge of mainframe computer operating systems and transaction processing software.
5. Knowledge of DB2 and ORACLE system design.
6. Knowledge of Structured Query Language (SQL) and Procedural Language (PL)/SQL.
7. Ability to manage database projects and coordinate project resources.
8. Ability to program on a mainframe computer using COBAL.
9. Ability to tune IBM DB2 and ORACLE database structures.
10. Ability to design effective database schema, data dictionary, and normalize database elements.
11. Ability to exercise independent judgment within established procedural guidelines.
12. Ability to supervise, train, and evaluate assigned staff.
13. Ability to contribute to the efficiency and effectiveness of the unit’s service to Clark County School District staff by offering suggestions and directing or participating as an active member of a work team.
14. Ability to maintain current knowledge of technology and new computer user applications.
15. Ability to coordinate multiple projects and meet predetermined deadlines.
16. Ability to work in confined work areas.
17. Ability to work flexible hours or shifts.
18. Ability to develop and maintain an effective working relationship with District staff, vendors, and other agencies.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Seven (7) years in an IBM mainframe environment including at least one (1) year as a DB2 and ORACLE database analyst. Experience with Multiple Virtual Storage (MVS), COBOL II, Customer Information Control System (CICS), and current versions of DB2/MVS, Platinum Tools and Platinum Report Facility (PRF), and current versions of ORACLE.

Licenses and Certificates:
None Specified

Preferred Qualifications:
None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District Information Systems Services and other District facilities.

WORK ENVIRONMENT:
Strength: Sedentary to medium - exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demands: Occasional climbing and crawling. Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity and color vision. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.
Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, modems, telephones, fax machines, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.