

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Systems and Database Administrator
OCCUPATIONAL CATEGORY: Technicians
DIVISION: Superior Court
EFFECTIVE DATE: 10/31/16



CLASS CODE: J310
FLSA: Non-Exempt
SALARY RANGE: 19
STATUS: Classified

JOB SUMMARY

Performs professional, fully performing, advanced level work providing technical services on enterprise network operating systems and enterprise relational database management systems involved in the installation, upgrading, administration, tuning and maintenance of Microsoft server operating systems and related network peripherals, SQL compliant enterprise relational database management systems; monitors system performance; administers, develop and coordinates the implementation of new applications or system enhancements; manages projects that include integration of products; and performs related work as required.

REPORTS TO:

Work is performed independently under direction of the assigned manager or other higher level of authority. The employee is expected to exercise initiative and independent judgment in developing recommendations and selecting appropriate resources in accordance with established policies and procedures in the development, utilization and enhancement of existing computer and network systems. Work is reviewed through conferences and results achieved.

SUPERVISION EXERCISED

May exercise technical and/or functional supervision of subordinates as assigned.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Implements new enterprise systems and/or systems enhancements.
- Provides overall management, and technical support for operating system applications and database management system and applications.
- Manages, implements, troubleshoots, maintains and upgrades enterprise servers and related operating systems.
- Manages, designs, implements, troubleshoots, maintains and tunes enterprise relational databases.
- Develop and maintain small to medium size web applications using Visual Studio and SQL.
- Plans, coordinates, organizes and implements system project activities.
- Develops, implements and maintains database policies, standards and procedures for installation, upgrade and operation of software and hardware.
- Instructs and provides guidance and assistance to less experienced systems administrators, database administrators and other computer system personnel as required.
- Implements and maintains operating software and software packages.
- Performs capacity planning required to design, develop, test, implement and maintain databases, applications and systems.
- Recommends or specifies software or hardware necessary to accommodate designed requirements at determined capacity.
- Plans, develops and implements enterprise backup strategy.
- Plans and develops disaster recovery procedures.
- Ensures that programs and applications meet specifications, function properly, and are installed so that any disruption of services is minimized.
- Customizes, troubleshoots, analyzes performance and tunes, evaluates software, and provides customer support for system and related peripherals.
- Monitors and analyzes systems, applications and database performance.
- Designs and implements action and policies and procedures for efficient system utilization.
- Develops and maintains standards, procedures, and documentation related to assigned systems software.
- Provides technical support for other development and maintenance programmers and analysts.
- Provides help desk support.

- Aids users in determining the cause of software problems, provides effective procedures, and documents problems/solutions.
- Conducts research and feasibility studies for software and hardware evaluation.
- Makes recommendations based on findings.
- Provides testing to verify procedures and documentation.
- Provides assistance to other staff as needed and provides guidance, assistance, and training to less experienced employees

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, and other relevant directives.
- Knowledge of department terminology, processes, systems and work flow.
- Knowledge of Mohave County and specific court-related policies and procedures, court processes, procedures and legal terminology.
- Knowledge of the trends and practices in the field of automation and information technology.
- SQL.
- Programming principles and multi-platform program languages.
- Operating system software of an electronic data processing system.
- Capabilities, operating requirements, and unique characteristics of the system hardware.
- Block diagramming, flow charting and procedural report writing.
- Department policies, rules and procedures.
- Mohave County Merit Rules, Administrative Procedures and Department Regulations.

Skill in:

- Skill in interpreting technical information and instructions encountered in the performance of responsibilities.
- Skill in exercising initiative and judgment and to think logically to analyze, interpret, and accurately resolve malfunctions and apply solutions to automated systems.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, news media, general public and others having business with the courts of Mohave County.
- Skill in communicating effectively verbally and in writing.
- Skill in preparing and maintaining accurate documentation and reports.

Ability to:

- Research, develop, design, implement, and maintain complex operating systems.
- Diagnose systems problems and to provide clear, understandable solutions.
- Guide, train and assist technical employees and to review their work.
- Efficiently monitors program development and thoroughly document necessary system modifications and enhancements.
- Establish and maintain effective working relationships with those contacted during the course of work.
- Prepare clear, structured programs of a highly complex nature for efficient machine utilization.
- Write comprehensible technical system documentation.
- Communicate with users and translate technical matters into understandable terms.
- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular and frequent contacts with internal and external users of systems related to assigned Departments, outside system hardware and software support personnel, associate personnel, external agencies, and the general public to provide support and information on systems, networks, hardware and supported software; to identify and resolve problems; to obtain information and respond to inquiries.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.

- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds. Able to bend, stoop, kneel, crawl under desks and walk on uneven ground regularly.
- Work requires frequent usage of computers and monitors.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- High School Diploma/GED
- Two (2) years increasingly responsible system administration and database administration experience which includes experience in operation, configuration, maintenance, installation, performance tuning of enterprise system and relational database software, hardware and related peripheral equipment in a LAN/WAN networked environment.
- OR an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities may be considered.

Preferred Education, Experience and Training:

- An Associate's Degree in Computer Science, Management Information Systems, or related technical field preferred.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.