

**Town of Natick
Job Description**

Position Title:	Information Systems Data Base Administrator	Grade Level:	3
Department	Information Technology	FLSA Status	Exempt
Reports to:	Director of Management Information Technology		

Supervision Required: The employee performs work responsibilities under the general supervision of the Director of Management Information Technology, frequently making and implementing decisions about program changes, referring specific problems such as significant user requests for modification to the Director of MIS.

Supervisory Responsibility: The employee is responsible for providing functional direction and training to department users.

Accountability: Errors and omissions in work could result in missed deadlines, poor employee morale, and adverse public relations.

Complexity: Information technology professionals require ingenuity and creativity to keep pace with an ever-changing marketplace. Administration of various database applications in remote work locations is a technical endeavor which also requires a high degree of interpersonal skill.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: The employee must perform work in a normal office environment, not subject to extremes in temperature, noise, odor, etc. Duties require occasional periods spent in uncomfortable physical positions relating to network wiring activities; frequent lifting and carrying of computers and peripheral equipment, files, etc.; extended periods spent at terminal, on telephone, or operating other office machines; and significant travel to surrounding communities and between work locations within the Town.

Nature and Purpose of Contacts: Primary contacts are with MIS users for the purpose of providing technical advice and assistance regarding database applications. Additional contacts include vendors and manufacturer's representatives for the purpose of exploring new or improved software design.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various

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type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assist Town officials and managers in defining their database administration needs, organizing priorities and identifying the impact of contemplated applications on the efficiency and effectiveness of operations. Provide technical advice to all Town managers and to School officials on database management issues and problems to meet each department's regulatory, statutory and management requirements.
- Oversee and administer daily operation of GIS, CAMA, financial systems and School-related databases providing routine database configuration and cleanup activities, and a comprehensive, Town-wide disaster recovery implementation plan (including public safety). Provide technical assistance and resources for resolving database application problems.
- Evaluate database applications on a Town-wide basis, making recommendations for short and long-term database enhancement and development. Provide system analysis and programming duties on a special project basis; review and analyze complex computer applications (such as Geographic Information Systems), implementing revisions to promote increased proficiency; and write and program communications or applications software, as needed.
- Solicit, encourage and evaluate suggestions from users to improve current database applications; analyze suggestions to determine feasibility, and implement, as approved.
- Meet with vendors and manufacturer's representatives to discuss problems and improvements to be made to database capabilities; keep abreast of developing technology in the information systems field in order to improve effectiveness and efficiency; and perform other related duties as required.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Duties require three (3) to five (5) years of related experience in information systems environment, including relational database administration and design.
- Position requires bachelor's degree or equivalent in information systems or a related field.

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- Employee must be able to demonstrate extensive knowledge of Informix, Oracle, Access, UNIX, Windows, and be familiar with a wide variety of hardware and commercial application software programs.

Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of operating characteristics, capabilities and service requirements of information systems and equipment.
- Extensive knowledge of SQL databases, graphical user interfaces (GUI) and 4GL development tools.
- Considerable knowledge of computer programming and system analysis.
- Significant exposure to a wide variety of software application packages.
- Familiarity with a wide variety of hardware including DEC Alpha, IMB RS6000, and Compaq.

Abilities:

- Ability to apply new developments in computer technology and methodology in designing new and improved programs.
- Ability to communicate effectively with others, both orally and in writing.

Skill:

Physical and Mental Requirements

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 the position's essential functions.

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

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Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.