



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Senior SQL Database Administrator	Job Code:	7000700	Job Grade:	IT11
Reports To:	Application Support & Development Manager	Pos. No:	Various	FLSA Code:	E
Department:	Information Technology Services	Loc. Code:	Various	SIC Code:	8810
				WC Code:	9311
Division:		CS Code:	B	EEO Code:	B01

Summary of Functions: Owning, tracking and resolving database related incidents and requests. Tuning and monitoring of SQL databases to ensure high reliability, availability, and security. Reviewing and resolving incidents within SLAs. Creating, executing, monitoring of database backups, maintenance jobs, as well as ensuring overall SQL database health. Working with database engineering, developers as well as other members within IT in order to align organization with strategic plan.

Management Scope: May lead and direct the work of others.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Leads database design efforts to ensure application databases meet organizational data standards.	30	E
2. Plans, implements, maintains and utilizes complex databases to include disaster recovery for SQL server databases, capacity management CPU, Disk I/O, memory and user connectivity.	20	E
3. Completes backup and recovery.	15	E
4. Codes migration requests; and maintains upgrades and patches.	10	E
5. Troubleshoots performance issues related to capacity management CPU, Disk I/O, memory and user connections.	10	E
6. Develops processes and scripts to support the SQL Server environment.	10	E
7. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a job related field of study. Five (5) years of experience as an SQL database administrator, to include two (2) years as a lead administrator, supporting a SQL server at an enterprise level.

Special Requirements/Knowledge, Skills & Abilities:

Requires extensive working knowledge of SQL servers in various cluster configurations for high availability, transactional replication, DTS packages, SQL profiler, TSQL language, stored procedures, triggers, and with

various scripting languages (ex: VBScript, JavaScript, Perl) a plus. Solid understanding of .NET/SQL based applications, Windows environment, RAID Levels. Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the user community. Required to be on call at all times. Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

“Individuals holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC 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. Incumbents must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement.”

Must have a valid Texas Drivers License and good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code.

Preferred candidates would also meet the following criteria:

Strong experience in Database Administration and Development in SQL Server (2008 and 2012 or later). Strong experience in create SSIS Packages and Develop SSRS reports. Experience in troubleshooting and resolving database integrity issues, performance issues, blocking and deadlocking issues, replication issues, log shipping issues, connectivity issues, security issues etc. Experience in Performance Tuning, Query Optimization, using Performance Monitor, SQL Profiler and other related monitoring and troubleshooting tools. Ability to detect and troubleshoot SQL Server related CPU, memory, I/O, disk space and other resource contention. Strong knowledge of backups, restores, recovery models, database shrink operations, DBCC commands, Clustering, Database mirroring, Replication. Expert experience in implementing operational automation. Strong knowledge of how indexes, index management, integrity checks, configuration, patching. How statistics work, how indexes are stored, how they can be created and managed effectively.

Physical/Environmental Requirements:

Standard office environment. Ability to lift and carry up to 25 lbs. unassisted.

Hay Points/Point Factor:

KH: FI2 304 pts, PS: E4 (50%) 152 pts, AC: E2C 132 pts, TTL: 588 pts, KH/PS/AC: 52-26-22, Profile: -1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on _____

Date 11/2014; 10/19/2015

Approved by Civil Service Commission on _____

Date 11/17/2014; 10/19/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.