

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1813    **TITLE:** DATABASE ADMINISTRATOR III    **GRADE:** S-31

**DEFINITION:**

Under general supervision, provides lead technical support for all database applications in development and production; sets priorities and manages the work load for other database administrators; supervises and evaluates lower level database administrators; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is senior level or advanced database administration work. It is distinguished from the Database Administrator II in that the Database Administrator III sets priorities for and manages the workload of other database administrators and performs capacity planning.

**ILLUSTRATIVE DUTIES:**

Provides overall management, supervision and technical support for a database management system and applications;  
Monitors system performance; tunes and adjusts parameters or performs database reorganizations as needed;  
Provides technical guidance and support to staff in the development and maintenance of database application systems;  
Develops, implements, and maintains database policies, standards, and procedures for installation, upgrade, and operation of software and hardware;  
Reviews systems to ensure policies, standards, and procedures are in place to produce proper integrity, security, and performance;  
Performs capacity planning required to design, develop, test, implement, and maintain databases;  
Recommends or specifies software or hardware necessary to accommodate designed requirements at determined capacity;  
Installs, tests, implements, and maintains database management systems and related products operating multiple versions on multiple hardware platforms;  
Troubleshoots problems regarding databases, applications, networks, and development tools;  
Coordinates problem resolutions;  
Plans and develops disaster recovery procedures;  
Performs database and system administration necessary to ensure integrity of core administrative data and non-interruptible access to data;  
Maintains appropriate level of security;  
Coordinates training for users;  
Researches and evaluates new database related products, tools, and methodologies;  
Recommends and implements, as appropriate;  
Attends training workshops, product demonstrations, conferences, and technical briefings;  
Stays abreast of technology changes;  
Provides technical assistance and training to other staff as needed;  
Serves on committees and task forces and undertakes special projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the principles, practices and methods related to database management systems and administration;

Considerable knowledge of data administration policies and standards, data definition, modeling, and logical design, database design, and quality control;

Considerable knowledge of database management systems (such as Oracle, IDMS or DB2);

Ability to guide, coordinate, assign, and evaluate the work of other staff;

Ability to communicate effectively, both orally and in writing;

Ability to analyze, evaluate, troubleshoot, and resolve database system problems;

Ability to conduct research into and evaluate new database technology;

Ability to train employees in the use of database software;

Ability to prepare user manuals and systems documentation;

Ability to translate technical terminology into terms understandable to management and employees;

Ability to establish and maintain effective business relationships.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:

Bachelor's degree in computer science, or related field; PLUS

Five years' experience in the database management systems area, with three years' experience in one specific system such as DB2, IDMS, or Oracle.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED: May 24, 1999