

**Lane Council of Governments
Job Classification**

Job Title:	Database Manager	FLSA Status:	Exempt
Division:	Administrative Services	Range:	28
Reports To:	Associate Director	Last Revised:	August 2000

General Statement of Duties

Meets with users and performs systems analysis and design, programming, testing, documentation and maintenance of assigned systems to provide efficient and accurate data processing services.

Supervision Received

Work is performed under applicable policies, guidelines, and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Considerable to substantial responsibility for financial and human resources. Includes final decisions or recommendations involving effective use of employees, space, materials, and equipment with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Essential Job Functions

Acts as primary technical lead person for the agency's information systems.

Performs detailed systems analysis and design for assigned data processing problems; create and maintain data models for systems; monitor and maintain databases, users, security and backups on database servers; meets with users to discuss project; develops forms and procedures for data collection, methods of updating and error correction, functional program design, report definitions and production control procedures; designs and codes programs using structured programming techniques.

Keep in touch with industry so our software development (versions, platforms, methods, etc.) is kept current.

Prepares test data, conducts detailed program tests, and organizes parallel system tests.

Implements program changes in response to requests for additional system capabilities; determines user needs and required program changes; and coordinates changes with other affected users.

Prepares and maintains program, control and run documentation according to established procedures.

Prepares time estimates of proposed projects.

Provides technical expertise by maintaining a current knowledge of the agency's hardware and software environment, including microcomputers.

Serves as member of project team to select hardware, systems software and application software for use by staff.

Conducts training sessions for staff and users to share knowledge gained from vendor provided training or from professional experience.

Provides expertise and assistance in maintaining reasonable security for systems, ready file access, and effective database or data communications administration.

Other Job Functions

Provides back-up support to other positions in case of absence or work overload.

May provide guidance, assistance, and training to information services and other staff.

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of computers and related equipment.

Knowledge, Skills, and Abilities

Considerable knowledge of methods, practices and techniques of data modeling.

Considerable knowledge of methods, practices and techniques of database administration.

Considerable knowledge of methods, practices and techniques of systems analysis.

Considerable knowledge of computer programming using a variety of languages and structured programming methods.

Considerable knowledge of hardware capabilities and a wide variety of software applications, including the use of microcomputers and linked systems.

Ability to communicate effectively with other employees uses tact, courtesy, and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to ascertain user needs.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to understand and utilize complex data processing programs and systems.

Ability to estimate time required for projects.

Ability to prepare accurate records and reports.

Ability to establish and maintain effective working relationships with other employees, vendors, and representatives of other agencies.

Ability to physically perform assigned duties.

Education and Experience

Bachelor's degree in computer science or related field (a masters degree in computer science or related field is desirable) and seven years progressively responsible experience analyzing and programming data processing systems, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.