I. PURPOSE SUMMARY. Develops, implements and maintains county business software applications and database systems. Ensures acceptable performance in computing and database systems; provides end-user support for business software application- and database-related challenges; and ensures related systems function properly.

II. ESSENTIAL DUTIES.
1. Manage and maintain MS SQL Server, Oracle Databases, and replication servers.
   A. Oversee and perform database operations, administration, security, and space management.
   B. Oversee and perform server installation, upgrades, backup, and recovery.
   C. Resolve integration issues, including migration between disparate databases, integration, maintenance/conversion, capacity planning issues, and new applications.
   D. Maintain development, test, and production database management systems environments.

2. Design, develop, monitor and manage implementation plans, objectives, budgets, schedules and training.
   A. Report progress and identify deliverables for business application software implementations.
   B. Monitor costs to ensure application implementations are completed on time and on budget.
   C. Ensure all program and project documentation is completed accurately and on time.
   D. Estimate, negotiate and obtain software and hardware resources to meet project requirements.
   E. Ensure successful completion of programs and projects by working cross-functionally with other IT staff, business partners, vendors, stakeholders, suppliers and other teams.
   F. Provide project leadership and management for projects including others in the IT department and outside departments, providing cost estimates, managing schedules and providing technical leadership to ensure the project is completed successfully.

3. Manage business software applications and database management systems, post installation, to ensure acceptable performance.
4. Supervise and train programming and database management personnel.
   A. Plan work to be accomplished by subordinates, set and adjust priorities, and prepare schedules for completion of work.
   B. Assign work to subordinates based on priorities, consideration of difficulty, requirements of assignments, and the capabilities of employees.
   C. Evaluate work performance of subordinates and participate in the establishment of work goals.
   D. Provide advice, counsel or instruction to employees, and identify and/or provide needed development and training for subordinates.
   E. Make recommendations on the selection, advancement, and discipline of employees.

5. Responsible for front-end and back-end application security.

6. Perform 24-hour on-call duty as required.

III. ADDITIONAL DUTIES.
   1. Other IT duties as assigned. Responsible for security in respective area.

IV. QUALIFICATIONS.
   
   B. Experience. Four (4) years of full-time professional experience programming and/or database management in a complex computer and information system environment.
   
   C. Education/Experience substitution. In accordance with county policy.
   
   D. Licenses/Certifications.
   
   F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must successfully complete NCIC and background checks.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:
   Knowledge of general principles of computer science and data processing; Unidata, Oracle, MS-SQL, PostgreSQL. Java, J2EE, C++, UniBasic, Visual Basic, XML, SQL various Unix scripting languages; and systems level management of UNIX and Microsoft operating systems in order to interpret data models and develop database structures, and design and develop computer data models using standard diagramming techniques.

   Knowledge of computer and/or network security systems, applications procedures and techniques, and data integrity methods and techniques. In order to perform security administration.

   Knowledge of SQL & ODBC connections between Unix and Windows Servers; multi-valued related databases; relational database techniques including normalization; general principles and techniques of complex programming and systems analysis in order to perform database administration.

   Ability to install, program, configure, and manage complex relational and other databases, develop and manipulate large, complex data sets.; Applicable programming languages and report preparation; Methods and procedures of computer software design, development and maintenance; Proper methods to maintain accurate records; General methods of project planning and management.
Must have skills in: coordinating and participating in systems analysis, design and programming; analyzing data and developing logical solutions to complex programming problems; accurately identifying and evaluating client software needs and requirements; effective communication; establishing and maintaining effective and cooperative working relationships, and writing and documentation.

Ability to understand the operational functions of county departments in order to provide maximum efficiency in the utilization and application of computer programs;

2. **FREEDOM TO ACT.**
The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and the scope of assignments. The employee determines the most appropriate principles, practices, and methods to apply, resolves most of the conflicts that arise, and keeps the supervisor informed of progress and of potentially controversial matters.

3. **GUIDELINES AND JUDGMENT.**
The employee uses judgment, initiative and resourcefulness to modify, adapt, or refine guidelines to resolve specific complex and or intricate issues and problems; research trends and patterns; develop new methods and criteria; and propose new policies and practices.

4. **PHYSICAL DEMANDS.**
The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items.

5. **WORK ENVIRONMENT.**
The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

6. **SUPERVISORY RESPONSIBILITY.**
The position is a first-line supervisor. Supervisory responsibilities include recommending hires, promotions, terminations, disciplinary actions. The position monitors and reviews work, and interprets policies and procedures for compliance, quality and quantity standards.

V. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:  

_______________________  ____________________  
Employee                    Date