Clerk of Circuit Court & Comptroller
Okaloosa County

Job Description
Database Administrator

| Job Specifications			
Classification:	Exempt	**Department:**	IT
Supervisor:	Application Services Supervisor	**Location:**	Fort Walton Beach
Salary Range:	E-10	**Schedule:**	Monday - Friday 8am - 5pm
Revision Date:	October 16, 2023	**Revised By:**	Chelsea Law

General Description of the Position:

Under the direction of the IT Director, this position performs maintenance and administration of multiple database platforms. Employees in this classification are responsible for ensuring continual operations of all database systems to include the monitoring of space performance and availability. In addition, this position is responsible for evaluating and implementing new/upgraded products coordinating installation and implementation of new/upgraded software and incident resolution. This position operates in an office setting Monday through Friday; however occasional evening, holiday, and weekend hours are required for critical system support and technical emergencies. This will require reporting to the office or accessing the systems remotely depending on business needs.

Essential Job Functions:

The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties listed herein if such functions are a logical assignment to the position.

- Installs, configures, replicates, and upgrades databases; coordinates shutdown/replication of databases for maintenance, upgrades, patches, or other activities; coordinates backup and recovery of databases; troubleshoots data conflicts and errors; resolves database problems/issues.
- Establishes and maintains sound policies and procedures relating to data backup and data recovery; performs all actions associated with database emergency backup and recovery procedures.
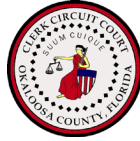
- Documents installation procedures, monitoring procedures, security policies, configuration changes, migration procedures, standards requirements, system modifications, maintenance activities, and best practices for development teams.
- Monitors working conditions of equipment and performs general/preventative maintenance tasks; performs data backups; verifies backups and stores backups in a secured location.
- Provides technical support training, information, and assistance to end-users for database operations; responds to questions; provides support/consultation to application developers.
- Communicates with supervisor, employees, other departments, users, application developers, vendor representatives, technical support personnel, and other individuals as needed to coordinate work activities, review the status of work, exchange information, or resolve problems.
- Maintains an awareness of new products, technologies, trends, and advances in the profession; reads professional manuals and publications to increase knowledge of computer operations; attends user group meetings, conferences, workshops, and training sessions as appropriate.
- Utilizes T-SQL and DTS stored procedures; maintains and enforces SQL Server security using Windows and SQL Server authentication.
- Troubleshoots and resolves SQL Server-related CPU, memory and I/O or other resource contention.
- Troubleshoots and resolves database integrity issues, performance issues, blocking and deadlocking, replication of databases, and security issues.
- Performs backups, restores, recovery models, database shrink operations using DBCC commands or SSMS Functions.
- Maintains established organizational/departmental productivity standards.
- Complies with all personnel policies and procedures.
- Performs other duties as assigned.

Minimum Required Qualifications:

- Bachelor's degree in Computer Science Management, Information Technology or related field supplemented by three (3) years of recent and relevant experience that includes operating system and database administration in a
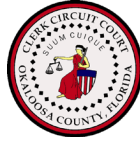
complex cross-platform environment. Will substitute 4 years relevant experience in lieu of degree.

- Ability to communicate effectively in both oral and written form and possess the ability to follow complex oral and written instructions.
- Ability to establish and maintain an effective working relationship with co-workers, the general public, vendors, governmental agencies, attorneys, and judicial staff.
- Ability to work with confidential and/or sensitive data, interpret and comply with state and federal guidelines as well as legal advice restrictions for the Clerk & Comptroller's office.
- Moderate knowledge of computer systems and programming concepts.
- Moderate knowledge of application systems from user, operations, control, and programming standpoints.
- Moderate knowledge of Clerk of Court functions.
- Ability to plan, organize, assign, coordinate and review the work of technical support personnel.
- Ability to establish, maintain, and prepare complex records and reports on a timely basis.
- Ability to understand and carry out complex oral and written instructions.
- Ability to work in a fast-paced, automated environment with many interruptions.
- Ability to communicate clearly and effectively.
- Ability to make effective presentations.
- Possess a valid driver's license.

ADA Compliance:

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Employee Acknowledgement:

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job
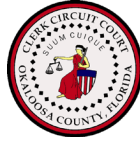
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duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.