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**San Antonio River Authority**

**Job Description**

**Database Specialist (DBA)**

**DEPARTMENT:** Information Technology **LABOR GRADE:** 124

**EXEMPT(Y/N):** Yes **POSITION CODE:** 103241000

**REPORTS TO:** Enterprise Application Administrator

**MEETING PERFORMANCE EXPECTATIONS**

*To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUMMARY:**

**Responsible for advanced level database design and administration**. **Performs complex report writing queries utilizing SQL databases. Provides business application support and works directly with the end user and vendors to resolve software issues.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

* Understands SQL database schemas, table structures, and relational database structures.
* Initiates the collaboration of the design and development of MS SQL databases. Also, familiarity with other SQL databases (e.g. Postgres, MySQL).
* Performs complex ETL via SSIS packages.
* Ability to analyze data using Business Intelligence tools. Tools that are currently used are Cognos, Crystal Report Writer, and SQL Reporting Services.
* Analyzes, designs, develops, and documents database applications for new and existing systems.
* Develops and implements policies and procedures to assure database system integrity, backup procedures, disaster recovery, archiving, and management.
* Performs administrative maintenance, including backup, disaster recovery, security, problem diagnosis, testing, monitoring, capacity planning, and performance tuning.
* Defines and develops system interfaces for existing and new databases. For example, using ETL systems and API’s.
* Maintains database upgrades and service packs.
* Provides technical support (including generating reports, queries, and views) to users.
* Supporting enterprise applications and applications developed by the GIS team.
* Managing databases on premise and in the cloud (Azure).
* All other duties as assigned.

**The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.**

 **QUALIFICATION REQUIREMENTS**:

*The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.*

**SUPERVISORY REQUIREMENT:**

This position does not directly supervise any employees.

**EDUCATION and/or EXPERIENCE:**

An Undergraduate degree from an accredited college or university with emphasis in Information Systems, Business Administration or relevant discipline and three (3) years of progressively responsible experience in general database design and query writing; or a combination of experience and education that results in the required knowledge, skills, and abilities is required.

**SPECIAL QUALIFICATIONS:**

Knowledge of accounting systems, database concepts, word processing, spreadsheets, MS Excel programming concepts, and other PC oriented software applications or packages; and proficiency in the current Microsoft Office package is required.

Must have and maintain a valid driver’s license and an insurable driving record.

**LANGUAGE AND REASONING SKILLS:**

Ability to provide excellent customer service; ability to understand written or oral instructions; read, analyze and interpret documents, instruction manuals, policies, and procedures is essential. Strong interpersonal skills are essential to maintain effective working relationships with elected officials, agency representatives, civic groups, employees, and members of the general public. Must have experience in successfully directing, coordinating, and supervising the accomplishment of tasks by others. Must have excellent technical writing and report preparation skills. The ability to work effectively and efficiently, under sometimes stressful conditions, to ensure deadlines are met is essential.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Work is largely sedentary; must be able to sit and stand for extended periods of time and intermittently walk, climb, balance, bend, crouch, and reach while performing office duties. Regularly and safely lifts, carries, and handles supplies and equipment weighing at least 30 pounds. Occasionally lifts and carries up to 40 pounds approximately 15 feet.

**WORKING ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Work is typically performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Occasionally, work is performed outdoors when visiting work sites and projects.

The stress level for this position is moderate and the workload often requires this position to work non-traditional hours to ensure deadlines are met in a timely manner. Must be able to perform in a small but highly professional team oriented environment.

Must be able to function in a principle based organization that has a culture built on character and SARA Core Values of Stewardship, Integrity, and Excellence.

Alexander Rodriguez March 13, 2019

Approved Date