

## Oklahoma Farm Bureau & Affiliated Companies Job Description

<b>Job Title:</b> Data Base Administrator 1		<b>Department:</b> Information Systems	
<b>Accountable to:</b> Programming Manager		<b>Issued:</b> 08/2018	<b>Revised:</b> 06/2024
<b>WC Code:</b>	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<b>Position Details:</b> <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Administers a variety of database systems including Microsoft SQL Server, and other Database Management Systems (DBMS)
  - a. Creates and maintains high-level reporting systems using products such as Crystal Reports
    - i. Assists office staff in the creation of database reports and exhibits; trains and provides technical direction to staff as needed
  - b. Generates and reviews technical designs, reports, and documentation as required by the business
  - c. Audits, modifies, and amends data in systems using SQL commands, hand-editing, and bulk import
  - d. oversees the scheduling of database projects, database and transaction log backups, notifications, and database replication between multiple SQL Servers and remote sites
  - e. Participates multiple concurrent projects
  - f. Assumes the technical lead for SQL Server and online database projects
  - g. Assists Database Administrator 2 / Business Analysts in the development and creation of SQL and Web-based databases and database systems
  - h. Develops and enforces database administration, user standards, and documentation
  - i. Researches and recommends new database and online technology standards
2. Assists staff in developing procedures, forms, exhibits, and database documentation
  - a. Assists in configuration of hardware and software utilized on database and Web servers
  - b. Supports internal operations, local area network administration, budget management, and project planning.
3. Communications/Technical Assistance
4. Assists and supports organizational members and clients with database and application technical support
5. Office Operations Support

### **Competencies**

**To perform the job successfully, an individual should demonstrate the following competencies:**

1. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data.
2. Interpersonal Skills - Maintains confidentiality; Keeps emotions under control.
3. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and asks questions to receive clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

4. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar errors; Varies writing style to meet the needs of different projects; Presents numerical data effectively; Able to read and interpret written information.
5. Business Acumen - Understands business implications of decisions; Displays orientation to profitability.
6. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity; Upholds organizational values.
7. Organizational Support - Follows policies and procedures; Supports organization's goals and values.
8. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
9. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
10. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibility for own actions.
11. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality.
12. Quantity - Meets productivity standards; Completes work in timely manner; Works quickly.
13. Safety and Security - Observes safety and security procedures.
14. Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
15. Attendance/Punctuality - Is consistently at work and punctual; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
16. Dependability - Follows instructions and responds to management direction; Commits to long hours of work when necessary to reach goals.
17. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
18. Proficiency in Power BI

### **Qualifications**

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

### ***Education, Training and Experience***

Any combination of education and training equivalent to possession of a Bachelor's degree that demonstrates the ability to perform the duties and responsibilities as described. Sufficient formal and/or informal training experience in Database Management Systems (DBMS) administration and maintenance, database design, analysis, and management; extensive experience as a database designer/information systems analyst, database manager or database administrator.

### **Knowledge of:**

Database Management Systems (DBMS): Proficient in administering various database systems, including Microsoft SQL Server and other DBMS; Experience with database design, optimization, and maintenance; Knowledge of database security, backup, and recovery procedures.

Reporting Systems: Skilled in creating and maintaining high-level reporting systems using tools like Crystal Reports; Ability to generate and review technical designs, reports, and documentation.

SQL and Data Manipulation: Proficient in writing SQL commands to audit, modify, and amend data within database systems; Familiarity with bulk import processes and hand-editing techniques.

Database Project Management: Experience overseeing scheduling of database projects, backups, notifications, and replication across multiple SQL Servers and remote sites; Ability to manage concurrent projects effectively.

Technical Leadership: Capable of assuming the technical lead role for SQL Server and online database projects; Collaborates with Database Administrators and Business Analysts to develop SQL and web-based databases.

Database Standards and Research: Develops and enforces database administration standards and user documentation; Stays informed about new database and online technology standards.

Hardware and Software Configuration: Assists in configuring hardware and software for database and web servers; Supports internal operations, local area network administration, budget management, and project planning.

Communication and Technical Assistance: Effective oral and written communication skills; Provides technical support to organizational members and clients regarding databases and applications.

Office Operations Support: Contributes to office operations by applying technical expertise and supporting colleagues.

### **Working Environment and Physical Demands:**

Hours: 8:00 AM to 4:45 PM

Database administrators usually work regular office hours, but may be required to work evenings and weekends, and be on call.

Contact with people. Database administrators mostly work alone, but may have contact with: clients, computer users, other staff, and manufacturers of database management systems. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is required to sit at least 50% of the time. The employee is regularly required to stand and walk about the office to complete various tasks. The employee must occasionally lift and/or move up to 25 pounds. The person in this position frequently communicates with individuals who have inquiries, thus the person selected must be able to exchange accurate information in such situations.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is regularly in a typical office environment and is not exposed to adverse environmental conditions. The noise level in the work environment is usually moderate.