



## Job Description

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<b>TITLE:</b>	<b>Data Base Developer</b>	<b>JOB CODE:</b>	3235
<b>DEPARTMENT:</b>	Information Technology	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	12/01/06	<b>UPDATED:</b>	08/31/2020

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**Summary:** The Database Developer will be responsible for the organization's database in the areas of administration, design, programming and support. Under direct supervision, this position will assist in all aspects of database implementation from design, definition, coding, reporting, and user management.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assesses and develops long-term strategic goals for production databases in conjunction with data owners and department managers.
- Develops database architectures, coding standards, and quality assurance policies and procedures; creates models for new database development and/or changes to existing ones.
- Installs and configures relevant network components to ensure database access as well as database consistency and integrity.
- Responds to and resolves database access and performance issues.
- Monitors database system details within the database, including stored procedures and execution time, and implements efficiency improvements.
- Designs and implements redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets; monitors, optimizes and allocates physical data storage for database systems.
- Plans and coordinates data integrations and migrations between systems.
- Develops, implements, and maintains change control and testing processes for modifications to databases.
- Conducts research and makes recommendations on database products, services, protocols, and standards in support of procurement and development efforts; performs database transaction and security audits.
- Establishes appropriate end-user database access control levels; develops routines for end-users to facilitate best practices database use.
- Manages and/or provides guidance to other members of the development team.
- Leads Information Technology's efforts in supporting the County's KPI data collection and presentation initiative (e.g. meets with key staff in user departments and collaboratively develops data collection and presentation strategies).
- Performs all duties of a programmer/analyst; provides status reports to supervisor and management.
- Participates in department's teamwork concept; meets departmental and organizational deadlines.
- Designs logical and physical databases.
- Establishes physical database parameters.
- Enters codes to create production database.
- Trains users and answers user questions.

**Job Description**  
Data Base Developer

- Tests and corrects errors, and refines changes to database.
- Modifies database programs to increase processing performance.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Strong understanding of database structures, theories, principles, and practices.
- Technical experience with designing, building, installing, configuring and supporting database servers.
- Good written and oral communication skills; strong technical documentation skills; good interpersonal skills.

**Education and Experience:**

- Associates degree in Computer Science and four (4) years experience in a computer network environment.
- Hands-on database tuning and troubleshooting experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____