TITLE:	**CAMA Database Administrator**	JOB CODE:	3750
DEPARTMENT:	County Assessor	**FLSA:**	Non-Exempt
PREPARED:	November 2005	**UPDATED:**	August 31, 2020

Summary: Under limited supervision, maintains, updates and manages the property information database; maintains, updates and manages all Assessor's Office computers and peripherals; troubleshoots systems problems and trains users as necessary.

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.*

- Performs routine maintenance on the property information database; ensures all updates are completed and fully operational.

- Troubleshoots and resolves any data related issues in the system; checks information for errors and inconsistencies; submits work requests to the vendors when necessary.

- Designs remote databases that retrieve specific requested information from the property information database; designs databases in response to request from customers within the office and from other County departments.

- Creates specialty reports for the Assessor's Office and other County offices; design reports to pull the most current information from the property information database.

- Maintains and repairs the office computers and peripherals; installs updated drivers and software; tests computers to ensure that upgrades are successful and interface with other systems properly; troubleshoots specific problems and assists users as necessary.

- Configures new and replacement computers; installs software and makes network connections; tests computers to ensure that they are fully operational.

- Must ensure compliance with WCAG 2.0 AA and other guidelines determined by the ADA Web Coordinator when making changes to any webpage.

- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of database design and maintenance.

- Knowledge of Microsoft Access, Access VBA and Oracle.

- Knowledge of network design, operations and maintenance.

- Knowledge of County policies and procedures.

- Knowledge of computer and network security guidelines and procedures.

- Knowledge of database systems integration, quality assurance procedures, and documentation of data sets.

- Skill in updating and maintaining computer databases.

- Skill in designing and implementing remote databases and custom reports.

- Skill in installing, updating and maintaining computer hardware and software.

Job Description
CAMA Database Administrator

- Skill in operating a personal computer and software applications.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with County staff and the public.

Education and Experience
- Bachelor's Degree or four (4) years experience in database design and maintenance.
- 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:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____