Database Administrator III

Job Code	20001009	Job Family	Technology	Professional / Knowledge Worker	
Department	Database Administration	Reports to	Sr Mgr ITS Info Technology Ops	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2059	This Job is a Lead	No
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

The Database Administrator III is responsible for enterprise database administration. This role designs, installs and maintains industry standard databases to ensure data integrity, systems performance/optimization, data availability, data security and data recoverability. This role is responsible for defining our architectural standards for database definitions, tables and designs. Is responsible for highly complex script coding, testing and execution. Is responsible for production support including monitoring, troubleshooting, configuring, enhancing and providing highly complex system support functions. Identifies, documents and resolves highly complex incidents and notifies others as appropriate based on incident escalation procedures. Responsible for planning deployment, implementation, and support of new databases for applications or systems.

Accountabilities

Accountability #1
Fiscal Management:Leads development of technology systems to ensure the delivery of cost effective and efficient maintenance through adhering to best practices and standards on behalf of our customers and stakeholders. Leads efforts to meet system reliability and availability Key Performance Metrics. Provides input to solutions that provide value and continually enhance operational processes. Support vendor management to ensure adherence to contract terms and service levels, and similar responsibilities.

Accountability #2
Business Innovation and Continual Improvement:Supports the implementation of system changes based on business needs, providing technical support in the analysis, evaluation of options, and solutions. Responsible for configuration/develop/administration, test, and documentation to ensure delivery of quality technical solutions that reliably and sustainably meet the needs of the Organization. Generally, works on changes with normal to high risk and business impact, and similar responsibilities.

Accountability #3
Cyber Security (Security, PII and Confidentiality)/ Compliance:Supports the security and confidentiality of technological systems, processes and data on behalf of our customers and stakeholders by pursuing best practices designed for cyber security and the confidentiality of PII data; seek solutions that ensure security and privacy of data; and provide input to operational processes as to how to continually improve them for better security and privacy of PII data, and similar responsibilities.

Accountability #4
Operational Support:Supports in configuration, administration, support and maintenance of the

District's data systems. Install, develops, set up, and tests hardware and software systems. Troubleshoots and resolves technical issues as they arise. Provides customer support by responding to all technology requests, and similar responsibilities.

Accountability #5

Accountability #6

Accountability #7

Accountability #8

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Computer Science/IT, or related field, AND
Four (4) years progressively more responsible information technology experience;

OR

Eight (8) years progressively more responsible information technology experience.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Preferred License(s) and/or Certification(s):

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:
  Information Technology Infrastructure Library (ITIL) IT Service Management
  Cloud based systems and integrations
  Enterprise database systems
  Enterprise backup and disaster recovery
  Automation using scripting and/or programming
  Networking fundamentals
  Industry compliance standards
  Cyber security best practices
  Project management principles, practices and mythologiesRoot cause analysis and troubleshooting techniques
  Exceptional customer service practices and principles
  IT architecture fundamentals

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as "Professional / Knowledge Worker".

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List	Frequency
Sit	Frequent (34-66%)
Walk	Seldom (1-10%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)

Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Never
Squat/Kneel	Never
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Never
Use distance vision	Never
Use color vision	Never
Use peripheral depth perception	Never
Speak	Occasional (11-33%)
Hear	Occasional (11-33%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Occasional (11-33%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Occasional (11-33%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)

Speak with clarity with others	Frequent (34-66%)

Comprehension	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
Reasoning	**Frequency**
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)
Organization	**Frequency**
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)
Resilience	**Frequency**
Work under pressure	Occasional (11-33%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Occasional (11-33%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency

Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.
⊙ Yes
○ No

On-call activities and frequency.
Frequently - 1x month 6-12 times a year This position is part of the "on-call" rotation for Facilities call out phone. Depending on the number of people in the rotation depends on frequency.

Work Location

The primary assignment for this position is:
⊙ Remote
○ Office Hybrid
○ On-Site
○ Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position

description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.