

CHUGACH ELECTRIC ASSOCIATION, INC.
Anchorage, Alaska
12/6/99

Position Description

Database Administrator

I. Objectives

- A. Provides database design, construction and support to computer users within Chugach Electric.
- B. Installs, upgrades, and maintains database software.
- C. Monitors the database performance and capacities and optimizes for efficient performance.
- D. Develops naming standards, in-house educational material, recovery and backup procedures, standards, and language interfaces as necessary.
- E. Researches computer and database technologies that may benefit the Association's database operations; including investigating alternatives, planning configuration changes, making recommendations, and implementing any changes deemed necessary.
- F. Serves as primary database coordinator and member of project teams for application developments, upgrades and changes.

II. Reporting Relationship

- A. Reports to: Manager, Network and Technical Services, Information Services
- B. Directs: None

III. Responsibilities and Authorities

Performs Personally

- 1. Controls and monitors system-level and database owner access to enterprise production databases.
- 2. Creates and maintains the high-level data model for all networked databases.
- 3. Directs, coordinates, creates and maintains database elements in all production networked databases.

4. Performs SQL database programming to provide data to front-end applications.
5. Responsible for the database backup and recovery, scheduling, and disaster prevention.
6. Responsible for adequate data retention on the databases.
7. Monitors database performance and capacities and optimizes them for efficiency. Coordinates with Systems Programmers, Analyst Programmers and Network Administrators when necessary.
8. Provides in-depth technical support for resolving database-related problems.
9. Develops and maintains naming standards, in-house educational material and language interfaces to database as necessary.
10. Plans and implements installation and updates to the database software.
11. Acts as primary contact between Chugach and database software vendors for problem resolution, support and maintenance issues.
12. Maintains operations-run documentation.
13. Provides cost and benefit analysis for proposed database-related upgrades, projects and support tasks, as required.
14. Provides application and platform-based impact assessment for proposed upgrade projects and support tasks, as required.

IV. Relationships

A. Internal

1. Manager, Network and Technical Services, Information Services
 - a. Reports to and receives direction and decisions from. Keeps manager fully informed of progress and problems.
 - b. Under the direction of the manager, allocates and manages database resources.
2. Analyst & System Programmers
 - a. Advises in technical areas with respect to database software and connectivity issues.

- b. Works directly with, to ensure smooth and efficient database communications.
 - c. Cooperates and shares expertise in determining methods and procedures to improve cross-platform connectivity and multi-platform database issues.
3. Network Administrator
- a. Advises in technical areas with respect to database software and connectivity issues.
 - b. Works directly with, to ensure smooth and efficient database communications.
 - c. Cooperates and shares expertise in determining methods and procedures to improve cross-platform connectivity and multi-platform database issues.
4. Other Information Services Department personnel: Coordinates with, to improve database procedures and practices.
5. User Community: Assists in answering database-related software questions. Recommends database-related software.
6. Chugach management staff in other departments: Assists in answering database-related software questions. Recommends database configurations.

B. External

Database software vendors: Obtains information, support and repair of database software.

V. Job Qualifications

A. Minimum Qualifications

- 1. Three years of experience as a Database Administrator beyond the degree requirement, of which two years must have been in Oracle version 7.3 or higher, and two years must have been in database design or database programming and development.

AND

2. Bachelor's degree in Computer Science, Management Information Science, or an applicable business field.

OR

3. Four years of equivalent experience may be substituted for the required degree.

B. Knowledge, Abilities and Skills

1. Three years of experience, beyond the programming and analysis requirement, directly supporting a relational database management system using Structured Query Language (SQL) and fourth-generation languages.
2. Proficiency with data analysis theory and techniques, including logical and physical database design, data flow, and data structure diagramming.
3. Experience with Windows applications development software, (e.g., Microsoft Access or Visual Basic, Approach for Windows, Progress or Powerbuilder).
4. Proficiency with desktop computers utilizing the DOS/Windows operating systems.
5. Unix and DOS scripting skills in Korn shell, Perl, AWK or other appropriate scripting or shell language.
6. Applications development experience in client/server computer environment preferred.
7. Proficiency with the UNIX. Exposure to Windows NT network operating system.
8. The ability to perform cost and benefit analysis for proposed projects.
9. Proven proficiency with creating quality project proposal.
10. Proficiency with effective conceptual and technical presentations preferred.

C. Working Conditions

1. Standard office environment.
2. This position is subject to call-out outside of normal working hours with some weekend work.

