

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB411 Database Analyst
<b>POSITION #/TITLE:</b> 2494, 2530, 2613 Database Analyst	<b>Adopted:</b> 05-12
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Department:</b> Information Technology	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 14
<b>Reports To Position #/Job Code #/JC Title:</b> 2493/NB387/Enterprise Application Solutions Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment, knowledge test, skills test
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Administers and supports enterprise database management for city-wide system environments. Defines, creates, maintains and monitors database related components for application systems. Performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgement and initiative. May provide lead duties as required over the classifications of Programmer, Web Developer.

<b>Examples of Essential Work (Illustrative Only)</b>
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Maintains, supports, and upgrades existing systems and custom applications;  
 Supervises the application development, database analysts and web development personnel;  
 Supervises the version control, source code, use cases and application design and development according to a standardized Systems Development Life Cycle (SDLC);  
 Supervises database application system design to ensure feasibility, accuracy, efficiency and adherence to technical standards;  
 Supervises maintenance on functioning application database files;  
 Supervises the reorganization or restructuring of application databases;  
 Identifies, evaluates and makes recommendations to management concerning problems or issues in the database environments;  
 Performs database problem analysis;  
 Supports the recoveries of database files;  
 Provides technical support to project team members;  
 Designs, plans, and coordinates work teams;  
 Provides consulting, technical and functional programming expertise for the City;  
 Provides input to management and PMO regarding staff performance and project status on a regular basis;  
 Supervises and trains staff on policies, procedures, and standards;

Assesses and evaluates staff performance, providing performance input and mentoring staff;  
Monitors compliance with departmental procedures and controls to ensure efficient workflow and quality end product, including software design and change management;  
Uses program version control tools to investigate, understand and extract data available to quickly assess business opportunities and determine key findings;  
Designs, develops, implements and analyzes trigger based programs;  
Translates analytic results into recommendations of practical and implementable solutions;  
Communicates results and recommendations to working teams and senior leadership in a timely manner;  
Supervises and delivers large, complex client solutions that identify, design, and implement creative business solutions and technology solutions;  
Performs preventive maintenance on computer systems and troubleshoots all problem areas associated with software applications and computer operations;  
Installs computer hardware components and all relevant software applications, network components, Internet accesses and information systems as needed;  
Creates management reports and metrics;  
Develops and supervises operating, staffing, and project budgets;  
Administers performance reviews and provides leadership to Enterprise Application Solution Development team members;  
Develops database inquiries, reports and other software applications as needed for the support of specialized computer applications;  
Maintains all appropriate records on departmental computer operations and maintenance schedules;  
Trains and assists other employees in the use of the various computer applications and troubleshoots operational problems as requested;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Thorough knowledge in software development and/or programming design and systems management on multiple technology platforms;  
Thorough knowledge of software, hardware and computer operating systems (specifically Microsoft Windows XP and 7 Workstation and Microsoft Office Professional);  
Thorough knowledge of the functions and operations of the Information Technology Division;  
Thorough knowledge managing a Development staff in a development and support environment;  
Thorough knowledge in overseeing the direction, development, and implementation of software solutions;  
Thorough knowledge with automated software and system management tools;  
Thorough knowledge of system and software quality assurance best practices and methodologies;  
Thorough knowledge of database design and file management techniques;  
Thorough knowledge of network hardware, protocols, and standards;  
Thorough knowledge of applicable data privacy practices and laws;  
Ability to understand and apply IT concepts and internal policies and procedures to solve a variety of problems, including a strong understanding of multi-dimensional database concepts and tools;  
Ability to comprehend several programming languages;  
Ability to utilize project management skills and/or substantial exposure to project-based work structures, project lifecycle models, etc.;  
Ability to effectively use a “Make versus Buy” decision;  
Ability to “1-off” COTS and provide solutions;  
Ability to apply analytics to efficiently (and pragmatically) solve business problems through structure problem solving approaches;

Ability to train others in the use of computer operations and software applications;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in computer science or closely related field; and  
Considerable experience supporting or working with computer software, hardware and operations systems related to Information Technology; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

#### **Required Special Qualifications**

Valid Iowa Driver's License.  
Microsoft Certified Solutions Developer or equivalent certification.  
May be required to obtain Iowa NCIC certification based on work assignment.

#### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision which permits the employee to operate equipment and tools;  
Sufficient manual dexterity which permits the employee to operate equipment;  
Sufficient personal mobility which permits the employee to visit various and other work stations in the City.