

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 01/12/09	CLASS TITLE: Database Systems Support Specialist	CODE: 64415
	MAJOR AGENCIES: B C C	PAGE <u>1</u> OF <u>1</u>

CLASS CONCEPT: Under general supervision, administers, develops, implements, interfaces, monitors and maintains major Montgomery County computerized information management application and related database support functions. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Develop, implement and maintain database and data warehouse applications; evaluate/update hardware/software; perform tests, analyze and interpret data used in computer applications; implement database changes; enter, edit, update and verify data to maintain database integrity; maintain accurate and efficient schematics for various application configurations; serve as lead with vendors, management staff and Data Center; coordinate routine program updates; establish users in systems and assign passwords and security levels; assist in developing procedures for optimum system utilization; guide design and integration of software solutions with county enterprise systems; update systems by uploading/downloading data from other systems or remote locations; ensures system backup; writes and maintains user documentation.	<u>Knowledge of</u> 9a (basic knowledge of relational data base structures), 13a (office practices and procedures), 13b (agency policies and procedures)*, 22 (electronic data processing—computer operation, personal computers), <u>Skill in</u> 29 (equipment operation--PC); <u>Ability to</u> 30d (deal with problems involving few variables within familiar context), 30l (define problems, collect data, establish facts and draw valid conclusions), 30r (deal with many variables & determine specific action (e.g., develop rule tables), 31d (calculate fractions, decimals and percentages), 32j (maintain accurate records), 32n (understand manuals & verbal instructions, technical in nature), 32q (use proper research methods in gathering data), 33e (gather, collate & classify information about data, people or things), 34c (cooperate with co-workers on group projects).
2	Train users in applications and/or equipment use; conduct seminars and workshops; answer user inquiries; assist users in resolving problems with software applications; create and prepare reports and presentations for departments and management staff; travel to various sites to support implementation and development.	
3	Coordinate Internet and Intranet web page development between departments and Data Center; coordinate interface with multiple database systems within department; work on special assignments as directed. (Performs Related Duties as Required)	

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Completion of associate degree core course work in business, accounting or computer science and one (1) year of experience supporting or maintaining a computerized information management system . Must have and maintain a State of Ohio driver's license with an acceptable driving record; OR alternative, equivalent evidence of the Minimum Class Requirements.	TRAINING & DEVELOPMENT:
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