

JOB DESCRIPTION AND SPECIFICATION

FIREARM LICENSING AUTHORITY

JOB TITLE	DATABASE ADMINISTRATOR
JOB GRADE	MIS/ IT 4
SALARY RANGE	\$2,735,387.00 per annum
DIVISION	Kingston Headquarters

Job Purpose

- To manage and maintain the Authority's databases. Database administrators' duties include maintaining adherence to a data management policy and ensuring that company databases are functional and backed up in the event of memory loss.
- To design, implement, maintain, modify, and test database structures to industry standards.

Key Outputs

- System performance monitored and problems identified
- User-report errors acted on timely
- Database protected, backed up and recovered
- Reports produced
- Databases designed
- Systematic diagram of all databases and documentation.
- Database security standards maintained.
- Training/familiarization session conducted.
- Monthly reports prepared.
- Troubleshoot database platforms and issues.

Key Responsibility Areas:

Technical/Professional Responsibilities

- Monitoring system performance and identifying problems that arise.
- Responding in a timely manner to user-reported errors.
- Protecting the database against threats or unauthorized access.
- Ensuring that the database is adequately backed up and able to be recovered in the event of memory loss.
- Reporting on metrics regarding usage and performance.
- Suggesting changes and improvements for database maintenance or protection.
- Regularly liaising with IT project managers and database programmers.

- Designing databases with both front-end and back-end users in mind.
- Performs routine query development and maintenance assignments requiring knowledge of established functions and procedures for Structures Query Language.
- Analyzes database performance and takes action to correct deficiencies based on consultation with users and approval of supervisor.
- Confers with superior to gain understanding of needed changes or modifications of existing programs.
- Maintains current knowledge with respect to relevant new database technology and techniques.
- Perform other related duties as assigned from time to time by the Supervisor.
- Access to database definitions and structures.
- Conducting regular audits to verify data quality and data completeness.
- Investigating and resolving inconsistencies found in data and reports.
- Ensuring regular cleanup of duplicate records, and inconsistent and unwanted data from the databases.
- Supervising regular back-ups of the database system.
- Develops and documents operating and security standards and procedures and user instructions for the database system.
- Performs database system updates and upgrades and the implementation of new functionality, including portal services, web delivery of information and third-party tools for reporting.
- Designs and creates various queries and reports, from the database system, to meet specified needs.
- Transfers data from databases to other software programs, or vice versa, for further manipulation, as required.
- Conducts on-going reviews of datasets in other electronic formats to determine the feasibility of integrating them into the database system.
- Evaluates the database system at intervals and recommends improvements where needed.
- Monitors and controls day-to-day usage of the database system. This includes:
 - setting and approving user access and permission levels
 - ensuring conformance to established policies and procedures.
- Troubleshoots and resolves problems related to the database system.
- Develops a Database Operational Continuity Framework in accordance with the strategic direction of the organization.
- Keeps abreast of global trends and developments in Database Management and makes recommendations where the organization may benefit from the implementation of such technology.

Other Responsibilities

- Perform other related duties as assigned from time to time by the Manager, Information Systems and Security or designate.

Authority (decisions the post holder has the power to make or recommend)

- Recommend changes and improvements for database maintenance or protection.

Performance Standards

- Development deadlines/targets consistently met.
- Security requirements are enforced.
- Documentation and Diagram produced for each database change developed or maintained.
- Designs and Queries built to industry standards.
- Database Maintenance schedules are designed and observed.
- Database Backup failures are recorded, and preventive measures taken to resolve.
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data.
- Work plans conform to established procedures and implemented according to establish rules.
- Reports are evidence-based and submitted in a timely manner.
- Confidentiality, integrity, and professionalism displayed in the delivery of duties and interaction with staff.
- Integrity and accuracy of database information maintained within established guidelines, resources and timeframes.
- Daily usage of the database system monitored, and database back-ups managed in keeping with ICT principles, practices and timeframes.
- Database system operating and security standards and procedures and user instructions developed and documented in accordance with agreed standards and timeframes.
- Problems with the database system investigated and resolved in accordance with agreed standards and timeframes.

Internal and External Contacts:**Internal Contacts**

Contact	Purpose of Communication
Divisional Heads and senior staff	Computer related problems

External Contacts

Contact	Purpose of Communication
Cable & Wireless	To discuss IT and telephone related matters
Divisional Commanders in the Police Force and Firearm Clerks	Software related problems in respect of data for the renewal process

Working Conditions:

- Standard office environment with minor lifting

Required Competencies:

- Analytical mindset and good problem-solving skills.
- Excellent verbal and written communication skills.
- Highly organized and responsible.
- Capable of working under pressure.
- Up to date with trends and developments in database administration
- Tie relational data information from databases
- Exercise good analytical skills.
- Experience using databases e.g. MS SQL, MS Access etc.
- Ability to process computer data and to format and generate reports.
- Ability to write technical instructions in the use of database systems and/or query modifications.
- Ability to communicate with and interpret the operational requirements of end users.
- Ability to investigate and analyze information and to draw conclusions.
- Knowledge of software flow charts and or programming logic and codes.
- Knowledge of current technological developments/trends in area of expertise.
- The candidate should also have knowledge Crystal Reports (PLUS).
- Experience in SQL scripting language.
- Some knowledge of web-based programming such as HTML, ASP/ASP.NET.

Minimum Required Education and Experience

- A Bachelor's degree in computer science, a related field or equivalent experience
- Advanced certification as a Database Administrator
- MCSD for .NET is advantageous.
- A minimum of 3 years' experience as a database administrator.
- Proficiency in data manipulation languages, including MS SQL, Oracle, Hadoop, or PostgreSQL.