DATABASE SPECIALIST (ORACLE)
Milwaukee Public Schools

PURPOSE: The Database Specialist (Oracle) plans, installs, configures, and optimizes enterprise database software (primarily using Oracle, with some Microsoft SQL Server) on multiple platforms (UNIX, Windows); performs database backup, recovery, and performance tuning; and provides general system administration. Working in a team environment, the person in this position assists application developers and consultants with manipulating data, generating reports, customizing stored procedures, and resolving database-related issues.

ESSENTIAL FUNCTIONS:
- Perform tuning and troubleshooting tasks related to database performance and individual transaction (SQL) performance: measure current performance, make appropriate changes, and assess the results.
- Manage database configurations, availability, and integrity, including setting up the physical and logical components of the database and sizing storage, memory, and database objects. Establish a database security policy that ensures no unauthorized access to district data.
- Develop and maintain database backup and recovery programs that support the district database availability requirements, which include recovery times starting at 5 minutes.
- Assist database users with application systems upgrades, including planning, testing, and implementing vendor and MPS database changes and enforcing the Change Management Process for application systems.
- Maintain multiple versions of database software and supporting products, including upgrading database software to the district standard version based on availability of software upgrades and compatibility with vendor-purchased application systems.
- Provide backup for colleagues, requiring the learning of database structures outside of primary responsibility area.
- Stay abreast of changing technology, research and test application and support software, and recommend infrastructure changes to improve district database operating efficiency.

MINIMUM REQUIREMENTS:
1. Bachelor's Degree in Computer Science, Management Information Systems (MIS), Business Administration or related field from an accredited college or university.
2. Three years of experience administering and supporting Oracle database applications in UNIX and Windows environments.
   NOTE: Equivalent combinations of education and experience may be considered.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:
- Experience working in Oracle Enterprise Manager (Grid Control).
- Experience working in Microsoft SQL Server.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:
- Knowledge of application programming concepts and languages as well as database design and structures.
- Skill in troubleshooting database applications and resolving problems.
- Skill in tuning and optimizing databases.
- Skill in Entity Relationship Diagramming.
- Knowledge of end-user software programs such as word processing and spreadsheet applications.
- Skill in communicating technical concepts clearly, both orally and in writing.
- Ability to work both independently and as a member of a team.
- Ability to establish effective working relationships with people at all staff levels.
- Ability to effectively manage multiple priorities, work within tight time constraints, and stay organized.
- Knowledge of project management concepts.

THE CURRENT SALARY RANGE IS: $59,511 - $78,144 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job. The examination will be held as soon as practical after **December 18, 2009**. Receipt of applications may be discontinued at any time after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Qualified applicants will be notified of the date, time and place of the examination.

#09-070—MMC 11/24/09