

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSISTANT DIRECTOR - INFORMATION SYSTEMS
CLASS CODE: 1135

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/21/2014 (REVISED 3/9/99 VERSION)
DEPARTMENT: INFORMATION SYSTEMS

JOB SUMMARY

Under the general direction of the Information Systems Director, supervises personnel and technical activities of the Information Systems Department including the following: Manages the development and maintenance of all systems software, application software, databases, and hardware; Manages application software staff and system software staff; and Insures the overall system integrity of both software and hardware for the County.

CLASS CHARACTERISTICS

This is an Assistant Department Head classification responsible for administrative supervision as well as management of technical functions of the Information Systems department.

ESSENTIAL FUNCTIONS

- Supervises department personnel in development and support project assignments.
- Assists in employee hiring, termination, promotion, disciplinary actions, performance evaluation, personnel training, and delegation of work assignments.
- Assists in developing and maintaining department financial records including budgets for equipment, project personnel, education & training, and equipment maintenance, upgrade or replacement.
- Designs and maintains all County databases; Programs database descriptions.
- Establishes and maintains all procedures to archive databases, inspects and re-establishes integrity of databases, and fine tunes database structures to ensure peak performance.
- Reorganizes databases when changes need to be made.
- Coordinates all field tests conducted between Utah County and hardware/software Vendors.
- Establishes processes to populate new database tables from existing data.
- Supervises all systems programming.
- Programs and maintains printing transform libraries.
- Supervises all aspects of application programming including training programmers, assigning projects to programmers, and establishing programming standards.
- Assists with the maintenance, continued development, and migration of the Land Information System project.
- Ensures the resolution of all crisis situations for both software and hardware systems.
- Acts as Information Systems Director in the Director's absence.
- Optimizes SQL statements to achieve highest performance.
- Programs and maintains all database PLSQL procedures including: Triggers, Procedures, Functions and Packages.
- Creates and maintains all other database objects including: tables, views, materialized views, sequences, database links, indexes, function based indexes, synonyms, object types and XML schemas.
- Manages all database security, establishing users, roles, profiles and database services.
- Establishes processes to populate new database tables from existing data using: import, export, sqlloader, datawindow export, data pipelines and other methods.

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- Designs and maintains Oracle Real Application Cluster (RAC) implementation using multiple clustered servers, SAN storage technology and Oracle Automatic Storage Management (ASM) to ensure high availability and scalability for Oracle database instances.
- Database backup and recovery, Oracle database performance tuning, Oracle SQL Tuning, Oracle Advanced PL/SQL, Oracle RAC for Administrators, and Oracle XML fundamentals.

KNOWLEDGE, SKILLS, AND ABILITIES

Skill in reading, writing, and math; Ability to schedule, monitor and evaluate the work of supervised employees; Knowledge of programming techniques and languages; Knowledge of UNYSIS ClearPath server operating systems including database systems, system hardware, and operating system software; Knowledge of open client / server programming and architecture; Knowledge of Oracle relational data bases; Ability and extensive experience in the use of SQL; Knowledge of Powerbuilder and other object-oriented programming tools; Skill in problem solving and logical thinking; Knowledge of database architecture, data modeling, data normalization, data factoring, and data archiving; Knowledge of audit and recovery procedures; and Ability to maintain cooperative relationships with those contacted in the course of work activities.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room.

EDUCATION AND EXPERIENCE

Equivalent to a Master's degree in computer science or a closely related field; five (5) years experience in database administration including two (2) years in a supervisory capacity; and Must have completed the following education courses: DMSII Usage (EP6190), DMSII Database Design (EP6194), DMSII Administration and Operations (EP6195), DMSII Recovery Workshop (EP6196), DMSII Advanced Internals (EP6197), DMSII DASDL (EP6203), DMSII Fine Tuning (EP6204), A Series ALGOL (EP6314), A Series Work Flow Language (EP4386), System Performance Analysis and Tuning (EP6407), A Series Basic Systems Support (EP4053), Introduction to Oracle and PLSQL, and Oracle Database Administration I & II.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.