

**OFFICE OF THE CLERK OF THE CIRCUIT COURT & COMPTROLLER
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

JOB TITLE: Database Administrator

SALARY RANGE: \$58,695 - \$105,846

JOB SUMMARY:

Under the direction of the Operations Manager, is responsible for administering databases, maintaining physical and virtual servers, and maintaining enterprise applications. This position has responsibility for designing and controlling the use of Clerk data resources, ensuring database security, integrity, availability, recoverability, and performance. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL DUTIES:

- Database administration with duties including database design, creation, maintenance, backup and recovery, upgrades and patches, performance monitoring and tuning, capacity planning, and disaster recovery planning.
- Ensures database integrity, availability, and security.
- Supports data warehouse, SQL Server Reporting Services, and business intelligence systems.
- Creates and maintains both scheduled and ad hoc reports and data transfers.
- Coordinates, under the direction of the Operations Manager, with the organization, partners, and vendors the testing, implementation, and maintenance of database-related projects.
- Follows and contributes to database administration policies, procedures, standards, and guidelines.
- Prepares and delivers presentations on database concepts and projects.
- Creates and maintains technical documentation relating to projects and systems.
- Writes complex stored procedures, database queries, scripts, and SSIS packages.
- Performs day to day operations of the Clerk databases.
- Troubleshoots and resolves database problems.
- Researches, tests, and evaluates new technologies and applications for future implementation. Prepares resultant recommendations for evaluation by the Operations Manager.
- Completes special research projects as assigned.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in information systems management or closely related field from an accredited college or university.
- Two years of related experience.
- Valid Florida driver's license.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of Information Technology Infrastructure Library (ITIL) framework.
- Knowledge of backup and recovery of servers and applications.
- Knowledge of database high availability.
- Knowledge of networking theories, applications, and connectivity.
- Knowledge of network protocols and current security technologies and practices.
- Knowledge of server and networking hardware configurations.
- Skill in database backup and recovery.
- Skill in project management.
- Skill in strategic planning.
- Skill in troubleshooting and resolving technical issues.
- Skill in organizing and prioritizing work.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Skill in Windows-based client and server operating systems.
- Ability to analyze data and formulate recommendations.
- Ability to fluently read, interpret, speak, write, and understand the English Language.
- Ability to interact professionally and maintain effective working relationships with superiors, coworkers, customers, and others.

PHYSICAL ACTIVITIES:

- Climbing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, Carrying, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light Work.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity, at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; using

- measurement devices; and/or assembly of parts.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.



Gary J. Cooney

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SUMMARY OF BENEFITS

Effective 10/01/2022

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| EMPLOYEE BENEFITS | |
| Annual (vacation) Leave: 1 - 3 years employed 4 - 15 years employed 16+ years employed | Earn 90.285 hours/year (12.038 days) Earn 114.27 hours/year (15.236 days) Earn 150.15 hours/year (20.020 days) |
| Sick Leave <i>(may use after 6 months of employment)</i> | Earn 90.285 hours/year (12.038 days) |
| Bonus Vacation Leave <i>(additional leave earned for unused sick hours)</i> | Earn up to 37.50 hours/year (5 days) |
| Holidays <i>(employee birthday, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Holiday, and Christmas Day)</i> | 12 paid days/year |
| Bereavement Leave <i>(leave for death of an immediate family member)</i> | 3 paid days |
| Florida State Retirement System <i>(pension and investment plan options)</i> | Contributions by Clerk's Office and employee <i>(employee contributes 3% of gross pay (pre-tax))</i> |
| 457 Deferred Compensation Plan <i>(supplemental retirement savings account)</i> | Employee contribution (pre-tax) |
| Payroll Direct Deposit | Employee choice of any ACH bank |
| Post-Employment Health Plan <i>(payout at separation of employment for a percentage of unused sick leave, per Clerk policy)</i> | Payout of unused sick leave for qualified health premiums |

This summary is offered as general information only and is not a complete list of all employee benefits.

Contact Us:

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| INSURANCE BENEFITS | |
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| (coverage begins 1st day of the month following the completion of 30 consecutive days as an active employee) | |
| Medical Insurance <i>(includes pharmacy benefit and use of the Employee Clinic)</i> HMO..... PPO..... HMO Over-age dependent..... PPO Over-age dependent..... | Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Family</u> \$43.32/month \$186.76/month \$57.18/month \$226.00/month \$685.00/dependent/month \$704.36/dependent/month |
| Employee Clinic On-site doctor, nurse practitioner, and clinical social worker; check-ups, sick visits, well-woman visits, annual physicals, lab work, free medications, mental health counseling, and more. | Free when enrolled in the Clerk's Office Medical Insurance |
| Dental Insurance HMO..... PPO..... | Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Employee +1</u> <u>Family</u> \$0.00/month \$ 9.62/month \$17.04/month \$0.00/month \$18.50/month \$40.32/month |
| Vision Insurance | Paid by Employee (pre-tax dollars) <u>Employee Only</u> <u>Family</u> \$4.24/month \$12.08/month |
| Employee Life Insurance <i>(Basic Term-Life Insurance and Accidental Death & Dismemberment)</i> | Paid by Clerk's Office One times annual salary, rounded to the next higher \$1,000 |
| Supplemental Term-Life Insurance and AD&D Employee, spouse, and child(ren) | Paid by Employee |
| Disability Insurance Long-Term Disability..... Long-Term Disability Buy-Down..... Short-Term Disability..... | Paid by Clerk's Office Paid by Employee Paid by Employee |
| U.S. Legal Services Family Defender..... Identity Defender..... Family & Identity Defender..... | Paid by Employee: \$16.90/month Paid by Employee: \$12.94/month Paid by Employee: \$26.84/month |
| Flexible Spending Reimbursement Accounts <i>(Set aside tax-free money to reimburse eligible expenses)</i> Health Care..... Dependent Care..... | Paid by Employee (pre-tax dollars) Elect up to \$2,850/year Elect up to \$5,000/year |
| Employee Assistance Plan | Paid by Clerk's Office |
| AFLAC Group Accident; Critical Illness; Group Hospital Indemnity Employee, spouse and/or child(ren) | Paid by Employee Price based on plan selected and covered members |
| Pet Insurance | Paid by Employee Price based on plan selected |