



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0147

ENTERPRISE DATABASE MANAGER

GRADE P

SCOPE OF WORK:

Work involves providing leadership and management of the enterprise-wide database management systems to ensure design, implementation, maintenance, recoverability, and management of databases required in support of applications. The position reports to the Director of Information Technology Department's Computer Systems Division.

DUTIES PERFORMED:

- Plan, develop, and establish short and long-term goals for the database function.
- Collaborate with systems architects on enterprise-wide data design, architecture, and policy for all systems; develop, implement, and maintain security and system policies.
- Ensure databases are effectively designed, implemented, administered, and available to meet customer business needs.
- Ensure development of a backup and recovery scheme for the database environment and development and implementation of disaster recovery and business continuance procedures.
- Participate in the enterprise-wide information technology planning process; collaborate with state agencies and provide project planning, resources, and support.
- Ensure products and services meet customer needs and are delivered effectively and efficiently by developing, implementing, and monitoring customer service level agreements; developing performance metrics to measure service delivery; analyzing performance results; and correcting service delivery issues.
- Manage assigned staff; develop and implement work standards and performance management measures; provide for training of staff; assign work duties as appropriate.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in an information technology related field, and eight years of work experience that provided knowledge of the design/engineering, implementation, maintenance, and management of complex database management

systems and management of complex projects. Work experience must have included management of staff.

Eff. Date: 12/09 (*Pay Grade Exception assigned 4/02; NDAC 4-07-04-11 & 4-07-04-12)
Rev: 7/12 – Conversion to Hay System; Pay Grade Exception removed