

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: System & Database Specialist 2**

**Department: Technology Services**

**Pay Grade: GS.10**

**Supervision Received From: Director IT Infrastructure**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/4/25;  
10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for senior-level system administration, email administration and database administration in support of City-wide operations, ensuring efficient retrieval and sufficient protection of data. Serves as a senior expert on systems and database matters and takes lead on projects that require specialized expertise. May also provide programmer/application support as necessary. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:** The Systems & Database Specialist 2 is the second level of a two level systems and database series.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Performs systems administration activities which includes installing, updating, patching, developing, monitoring and recovering operating systems and layered software; monitoring and tuning server performance; researching and planning the integration of new operating systems and layered software into current environment; managing and making available user storage on servers; coordinating server and storage hardware repair; monitoring storage, recovery and capacity planning availability; researching and planning the integration of new server and storage hardware into current environment and monitoring email and output from monitoring tools.

Provides Active Directory support by installing such directories which includes planning and implementing organizational models and structures; performing upgrades; performing patches; monitoring and tuning performance; troubleshooting problems; implementing backup and recovery strategies; performing routine maintenance; creating and modifying membership groups; modifying organizational structures and researching, planning and implementing the migration of new technologies.

Provides email server support and installation services which includes planning and implementing exchange server structures; performing upgrades; performing patches; monitoring and tuning performance; troubleshooting problems; implementing backup and recovery strategies; planning and implementing mobile user support; performing routine maintenance; creating and modifying distribution lists; creating and modifying public folders; managing access

to public resources and researching, planning and implementing the migration of new technologies.

Performs database administration activities which includes providing support for applicable databases; creating databases; performing software upgrades; providing support for various server databases by installing software; performing upgrades; performing patches; monitoring and tuning performance; troubleshooting problems; implementing backup and recovery strategies; monitoring and implementing schema changes; monitoring and implementing database design changes; implementing failover technology; performing routine maintenance; implementing new instances within the application server; researching, planning, and implementing the migration of new technologies.

Performs application software support which includes supporting third party application software by reviewing RFPs; serving as a technical liaison during initial installs; applying patches; planning for and applying upgrades; monitoring and tuning performance; implementing backup and recovery strategies; enabling the distribution, installation and maintenance of client services and troubleshooting problems.

Provides end-user support which includes answering technical questions related to operating systems, software products and related items; troubleshooting operating system problems, software products and related items; performing other related activities.

Participates in writing bid specifications for new equipment, assessing bids and evaluating new hardware and software.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Computer Science or closely related field and two (2) years previous experience in systems and database maintenance and management, including at least two (2) years experience as a first level administrator in a Windows Active Directory/Exchange Server environment, an Oracle environment and a SQL Server environment or any combination of equivalent years of experience and education that satisfies the knowledge, skills, and abilities.

LICENSING AND CERTIFICATIONS: MCSE Certification; MCDBA Certification.

SUPPLEMENTAL INFORMATION

Knowledge of accounting principles; mathematical principles; analytical methods; payroll processes; 1099 reporting requirements; applicable Federal, State and Local laws, rules, regulations and standards; financial and governmental accounting principles, practices and requirements; automated financial accounting systems; statistical methods; electronic data processing principles; GASB requirements and the Government Finance Officers Association requirements concerning the Certificate of Achievement for Excellence in Financial Reporting. Skill in preparing a variety of financial statements, forms, schedules, disclosures and statistics; processing payroll taxes and deductions; preparing and maintaining accounting records and information; reconciling accounts; using a computer and related software applications; preparing reports; interpreting, analyzing and exercising independent and decisive judgment; securely handles confidential information; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:** Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:** Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.