



WEB AND DATABASE ADMINISTRATOR

Bargaining Unit: Professional Employees' Group

DEFINITION

Under general direction, the Web and Database Administrator coordinates the design, development, programming, and maintenance of the City's Internet and Intranet web sites; maintains on premise and cloud databases and related services, including the security, effectiveness, efficiency, appeal and troubleshooting of databases; and develops databases and/or web applications that are in compliance with applicable city government requirements, standards and best practices.

CLASS CHARACTERISTICS

This is a journey level position. Incumbents are responsible for website and database administration, including developing and maintaining the City's internet and intranet web sites, web applications and databases. Work of the Web and Database Administrator requires the consistent exercise of discretion and judgment, using advanced knowledge, and routinely requires systems analysis and/or computer programming.

EXAMPLES OF DUTIES (*illustrative only*)

- Strategically plan, develop, execute and manage the City website (architecture, format and design) in a way that makes it user friendly and effective;
- Design and optimize city Intranet site on SharePoint, using feedback from department leads and power users.
- Ensures the clear, comprehensive and accurate presentation of the City's on-line presence in the Internet/Intranet web sites.
- Design, develop and maintain web site documents, templates, graphics and navigational tools;
- Work cross-functionally among City departments to determine needs and ensure web solutions are developed to address those needs;
- Collaborate with the Communications and Marketing team to ensure proper branding and messaging is integrated into the architecture and content of the web sites;
- Track, measure and report on key website metrics for effectiveness of customer engagement;
- Keep current on emerging trends to ensure optimal user experience and engagement;
- Design, develop and maintain highly available databases, developing project plans that translate department needs into technical requirements.
- Execute complete database solutions from evaluation to implementation. This may include researching and implementing "off the shelf" database applications or the development of unique in-house applications which should be protected by an appropriate authorization constraint;

- Develop and enforce data management standards and/or new development protocols that promote standards and ensure that all applications are fully compliant with applicable regulations and best practices;
- Work closely with IT peers to maintain the integrity of the city's data through multiple access schemes; facilitate sharing of common data by overseeing proper key and index management. Monitor database backups, install, upgrade and maintain database software; restore and/or recover data as necessary;
- Create data flow and data lifecycle documentation; develop and maintain internal database documentation describing requirements, design specifications, implementation and ongoing changes in applicable procedures for use by end users as well as other network personnel.

QUALIFICATIONS

Knowledge Of:

- Developing and managing websites and web applications using open source tools, languages, libraries and current standards-compliant code;
- Web development using HTML, CSS, Drupal, WordPress, ASP, ASP.NET, VB.NET, XML, XSL, XSLT, Java Script and AJAX, PHP;
- Support requirements of large database applications and systems including performance analysis and tuning of high-volume transaction systems;
- Building and maintaining SharePoint and Team sites;
- Project management, systems analysis and design for secure web-based and database application development;
- Developing front-end applications and their connections back-end data.
- Standards such as LDAP, HTTP, RSS, ATOM;
- Common enterprise technologies and techniques including caching, locking, fail over and encryption;
- Browser devices and platform differences and idiosyncrasies;
- Different website platforms including Civic Plus, Microsoft Azure, etc;
- Database software including SQL Server and cloud-based object storage systems like Salesforce;
- Web applications, server, database, and web security protocols.

Ability To:

- Design and implement complex web services and data storage architectures;
- Design and manage relational databases;
- Develop a vision for future computing needs and to develop an implementation plan to meet those needs;
- Maintain knowledge of new and current technology and trends;
- Develop workarounds to accommodate specialized user/client needs to address compatibility issues;
- Work well independently or as a team member;

- Work under pressure, take initiative and prioritize tasks; good time-management, problem solving, and customer service skills;
- Train staff in the use web applications and operating procedures;
- Always maintain and exercise sound judgment and discretion in handling confidential information and to keep sensitive information strictly confidential and secure.

Licenses and Certificates:

Possession of a valid Class C California Driver’s License with a satisfactory driving record.

Education and Experience:

Any combination equivalent to experience and education that provides the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Bachelor’s degree in Computer Engineering, Computer Science, Information Systems, Digital Media, Interaction Design or a closely related field from an accredited college or university and five (5) years of progressively responsible professional level work in technology or web-based products and programs.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

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. 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.

Incumbents generally work in a typical office environment with adequate light and temperature.

Travel: Positions in this class may require local and statewide travel as necessary.