	Job Description for Database Administrator	Department:	Hospital Information Systems
		Dept.#:	8480
Oroville Hospital		Last Updated:	03/29/10; 1/12/09

Reports To

Chief Information Officer

Job Summary

The Database Administrator is responsible for maintaining and updating integrated systems; reviews technical issues and recommends solutions; designs and directs implementation of enhancements and revised functions, and develops complex solutions for integrated systems.

Duties

1. Analyzes trends and issues; resolves concerns and problems of user community' interprets concerns, defines desired results, implements solutions, and recommends direction of new I.S. strategies

2. Assures functionality, compatibility and stability of assigned systems and associated network devices. Configures client servers for optimum system performance

3. Within an Active Directory network, evaluates, tests, implements approved Group Policies

4. Creates and updates Hospital internal and external websites, creates web pages, analyzes website use, makes recommendations and implement solutions

5. Assures proper integration with other computer systems' coordinates work necessary to meet requirements

6. Evaluates new hardware, software and related equipment

7. Trouble-shoots network as required to isolate and diagnose semi-complex system and network problems

8. Acts as Hospital Data Base Administrator, offering assistance and guidance on all SQL DB applications

9. Works with outside Business Partners in establishing secure data transfer and data access connections via VPN or pre-established secure sites

10. Configures and installs network devices and peripherals as assigned

11. Provides assistance in enhancing technical skills within the I.S. department

12. Participates in programming activities such as software implementation and maintenance: analyze, test, and makes recommendations on alternative equipment or software configurations

13. Performs database administration and problem analysis of database software as necessary

14. Performs upgrades on various database installations, including server and client side applications

15. Assists with installation, configuration, and maintenance of the organization's LAN workstations

16. Participates in installation of various wireless technology products and the decision process regarding appropriate equipment for each wireless technology, according to the desired application of that technology. Implement security of said wireless installations.

17. Provide troubleshooting and support to end users of wireless products

18. Confer and consult with staff and vendors as required

19. Answer user questions and resolve user problems related to the use and operation of automated information systems

20. Assures the functionality, stability, and compatibility of assigned systems and/or associated network devices

21. Performs other duties as assigned

Qualifications

1. Two to three years professional level experience in a computer systems operations or support position

2. Baccalaureate Degree in computer science, information systems management, or a closely related field preferred. Prior experience may be substituted for Baccalaureate Degree

3. Two to three years prior experience with office automation applications and personal computers; related office support software (i.e. Work, Excel, PowerPoint, Access and Outlook) and other software applications that are unique to each department

4. Knowledge of current industry standard database tools, utilities, operating systems software, and standard automation software

5. Knowledge of relational database administration concepts, with applicable knowledge of industry standard tools

6. Knowledge of wireless hardware and software concepts

7. Knowledge of computer hardware architecture, characteristics, troubleshooting, and repair techniques

8. HIPAA related standards and data sensitivity issues

9. Ability to demonstrate and maintain effective working relationships with management, staff, vendors, and other hospital information systems staff

10. Ability to design procedural guidelines and application documentation

11. Ability to effectively communicate both orally and in writing

12. Ability to troubleshoot an array of systems as required to isolate and diagnose problems

13. Ability to provide understandable technical support to management and staff

14. Ability to configure client/server services in and apart of the existing Active Directive environment

Lifting Requirements

Sedentary- generally not more than 10 lbs. maximum and occasionally lifting and/or carrying such articles as ledgers, files and small items.