



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DATABASE TEAM MANAGER

Group-Section: Information Technology Group	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 063 Job #: TM008
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JOB SUMMARY

Responsible for managing and supervising the development, implementation, and administration of databases and monitoring the operations of Metropolitan's data centers. Areas of responsibility include maintaining and upgrading databases; maintaining and upgrading the data center, and data center software; evaluating, planning, designing, and implementing database applications; ensuring reliability and availability of business applications; and researching technology innovations to determine potential application to Metropolitan business needs.

OVERSIGHT

Oversight Received: Receives direction from the Unit Manager.

Oversight Given: Manages and supervises a staff of professionals, technicians, paraprofessionals, and administrative support.

JOB DUTIES

1. Manages Metropolitan's data centers; manages the evaluation, programming, and processing of data requests; ensures accurate, timely, and quality delivery of ongoing and periodic requests; develops policies, procedures, and schedules for data center activities; and manages the upgrade and installation of data center hardware and software.
2. Manages the development, implementation, upgrade, and maintenance of databases; provides technical expertise in database administration and development; reviews, assigns, and monitors projects; and establishes standards for database and data center architecture.
3. Coordinates team activities with other information technology teams and with managers and staff in other business units; and participates in the planning and implementation of complex projects.
4. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness and adherence to standards; and assesses employees' competencies and develops training plans.
5. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares, develops, and monitors team budget; evaluates resource needs; assists in the development of the annual business plan; and provides quarterly updates of the business plan.
6. Estimates costs and staffing requirements for requested projects; assists in preparation of capital budget; selects and monitors temporary staff and consultants; and prepares and evaluates request for proposals, participates in selection of contractors, and manages contracts for services.

7. Ensures databases are available; ensures data center is operating properly; establishes standards and practices; monitors system performance and security; and purchases, installs, and manages system licenses.
8. Serves as technical advisor in the development and maintenance of databases; and researches and evaluates new technologies.
9. Assists in developing team and unit policies, methods, and procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, presentation, and documentation.
10. And performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead position; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Supervisory methods and techniques; team building; contract administration; project management including planning, scheduling, and costing; report writing; personnel management practices; practices and principles of strategic planning; performance measurement tools and metrics; policies and procedures related to budget, procurement, and human resources; data center administration; database administration; Microsoft and UNIX operating systems; Oracle database software and development methodologies; and application programming.

Required Skills and Abilities to: Plan and organize the work of the team; encourage and facilitate cooperation; interpret laws, rules, and regulations relative to the section and group; communicate orally and in writing; determine training needs of staff; establish collaborative working relationships with all levels within Metropolitan; install, monitor, tune, and troubleshoot database software and data center hardware; UNIX scripting; and utilize network communication software and Oracle development tools.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements