



COUNTY OF NYE

CLASS TITLE: Database Administrator

BASIC FUNCTION:

Under limited supervision of the Finance Director, maintains the functionality of the HTE system, troubleshoots user problems, supports the Information Technology Department with system upgrades, ensures proper analysis and implementation of system function changes or enhancements, and conduct training to users. In addition the position is responsible for the setup, tagging, and monitoring of fixed assets.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Attend annual HTE Regional Users Group meetings to ascertain current and future offerings of system upgrades to determine the application of the upgrade at Nye County.
2. Conduct annual surveys with HTE users to solicit user requests for system training and use enhancement, and prepare training classes to be offered to the users.
3. Using the Test Database, troubleshoot, solve, and test system problems and communicate to users the resulting solutions. When the solutions have been thoroughly tested, move the solution into the production database and communicate any system changes or any functionality changes to the users, including screen shots, instructions, and pitfalls to watch for
4. Work in QREP to develop customized reports for monthly reporting and on an as needed basis by users.
5. Identify, tag, and setup fixed assets on a continuous basis in the HTE system. Ensure the consistent handling of fixed assets in compliance with the approved threshold and criteria for fixed assets.
6. Maintain correct data regarding location, custodian, and status of assets already in the system. Conduct bi-annual physical inventories of fixed assets and audit data retrieved from the physical inventory with data in the HTE system.
7. Work with Information Technology Department to assess system patches, bundles, and upgrades to enhance functionality in the HTE system and to maximize ease of installation, and minimize system down time during upgrade.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam; two years experience with the HTE system and experience with MS Office suite of products.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Supervisor, HTE system users, County staff from various offices, HTE customer support.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.