Human Resources
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Database Administrator

JOB CODE	JOB FAMILY	PROFILE
JCP407	**Information Technology**	**Database Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$72,093.00 - $111,738.00**	**July 7, 2026**

The Database Administrator performs professional duties related to the analysis, development, maintenance, and administration of databases to support business needs. Responsibilities may include creating, monitoring, upgrading, and administering databases and related tools. The administrator also creates and maintains database user accounts, performs database backups and restores, installs required database software, troubleshoots database errors, and reviews backup log files, error logs, and database server storage capacity.

Job Description

DUTIES AND RESPONSIBILITIES

- Performs database management and administration tasks; troubleshoots and resolves database issues; monitors and tunes database performance; and verifies data integrity.
- Installs database engine software and middle-tier database applications.
- Creates, upgrades, tunes, and patches databases to ensure optimal functionality and minimize system vulnerabilities.
- Ensures maximum database availability and protection; monitors and administers database security; creates and tests backups; performs backup and recovery tasks; maintains security access controls; and establishes user permissions and vendor access.
- Prepares technical documentation, procedural plans, reports, correspondence, and related materials.
- Provides after-hours database support as assigned.

- Performs other related duties as assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Computer Science, Information Systems, or related field.
- Four (4) years of work experience with increasingly responsible experience in database administration.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Depending upon the assignment, demonstrated professional-level competency and/or certification pertaining to the information technologies used by the appointing department may be required.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is typically performed in an indoor office environment but occasionally requires travel to other locations.
- Work environments may include noise, dust, and/or unpleasant odors, and may occasionally require work in confined spaces.
- Occasional evenings, holidays, and/or weekend work may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer terminal, a computer printer, a computer keyboard, a typewriter, a photocopy machine, a fax machine, and a calculator.

- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.