

IT Technical Job Classification

IT Job Title: Database Administrator

State Job Title:

Classification: T680

Pay Grade:

Job Summary

Provides Technical expertise in the design, implementation and maintenance of database management systems that support institutional business applications. Maps logical data maps into physical data models. Advises the systems analyst or programmer on technical problems, priorities and methods pertaining to the design and implementation of databases. Consults and advises the user in the design of their database. Responsible for the availability and performance of the databases that support the system.

Essential Duties:

- Reviews, develops and designs, implements and maintains relational databases in support of the application development staff that support the administrative arm of the university.
- Assists the analyst or programmer with the implementation of their application as it pertains to access and use of the database.
- Updates, installs monitors and maintains database software.
- Trains analyst and users in the use of database development tools.
- Practices and procedures and database concepts.
- Works with users to resolve data conflicts and inappropriate use of data.
- Maintains the university database model and evaluates database tools and techniques.
- Models database performance.
- Maintains database security.
- Evaluates system malfunctions and performs maintenance as required.
- Monitors and maintains database backup and recovery as required.
- Develops and enforces standard practices and procedures for accessing and securing databases.
- Works with both IT technical programmers and analysts well as with users in university departments.
- Attends Seminars or workshops and vendor training classes as required to maintain his or her technical skills.
- Performs other assignments as requested

Education

A Bachelor's degree in Computer Science or Information Systems or a related field with 5 years of programming is required and a Master's degree is preferred.

Experience and or Knowledge

Must have the ability to interpret data models and develop database structures and program and manage large and complex databases

Four to six years in application development and design using relational databases is required. Working experience with Linux/UNIX, Oracle in an NT environment or 2000 server, SQL server or DB2 databases is a plus. Peoplesoft experience is desirable. Basic knowledge of networking, Internet (Browsers, firewalls and security) is an asset

Leadership

None required