

## **Database Administrator**

### **Job Code 50007439**

#### **General Description**

Responsible for evaluating, installing, configuring, migrating, upgrading, and patching database software and related products in an enterprise environment.

#### **Examples of Duties**

Administer multiple database instances to support multiple environments.  
Establish and maintain sound backup/recovery procedures consistent with enterprise disaster recovery requirements.  
Assist in installation, configuration, and maintenance of servers software.  
Develop implements and maintains programs, scripts, and routines to automate database administration.  
Evaluate, install, configure, migrate, upgrade, and patch database software and related products in an enterprise environment.  
Administer multiple database instances to support multiple environments.  
Develop, implement and maintain programs, scripts, and routines to automate database administration.  
Participate in database design, data conversion, and data replication.  
Coordinate the planning and execution of database version upgrades.  
Implement and maintain database security.  
Obtain and apply vendor supplied software updates and maintain communication with vendors.  
Establish and maintain sound backup/recovery procedures consistent with enterprise disaster recovery requirements.  
Monitor database performance and coordinate performance tuning, resource scheduling and workload balancing.  
Develop plans for improvement.  
Develop and maintain database administration documentation, standards, and capacity plans; design, coordinate and maintain archival processes.  
Provide troubleshooting assistance and consultation to application administration and development teams.  
Coordinate with project sponsors, steering teams, project teams, competency centers, and components of Technology Resources.  
Maintain effective communications.  
Assist in installation, configuration, and maintenance of server software.  
Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** policies and procedures; internet resources; technical and managerial manuals, campus network services, server operating systems, landscapes, storage solutions, client concepts; server operating systems & related systems administration utilities; alternative

database types; performing DBA functions; DIR standards, database administration tools and methods appropriate for database environments, Oracle, SQLServer; storage and backup solutions; network services and server operating systems.

**Skill in:** working as a team member; interacting courteously with public; effectively directing the work of others and motivating output; establishing rapport with variety of clients and mediating disputes among employees.

**Ability to:** understand, interpret and retain complex technical material and policy and procedure manuals; to prepare reports, letters, proposals, specifications, requirements, to perform basic and intermediate mathematical operations, number systems and logic; to manage people and delegate projects; to effectively present both technical and non-technical material to a varied audience, identify, analyze and troubleshoot and establish sound backup/recovery policies and procedures consistent with enterprise disaster recovery requirements.

### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

### **Other Requirements**