CLASSIFICATION SPECIFICATION

Database Administrator

FT/PT Class Code: 5139, 5639   Pay Grade**:** B/C 18   FLSA: Exempt   Rev. 07/01/15

SUMMARY STATEMENT: An incumbent is responsible for performing a full range of database implementation and management functions and will be responsible for the design, implementation, security, availability, performance, maintenance, and operational support of Oracle databases to support the College's applications. This technology specialist will serve as a subject matter expert in Oracle and SQL Server database administration and support the Senior Database Administrator in day to day operations. He or she will work with the Senior Database Administrator to plan, design, create, and maintain databases to support enterprise applications, and determine methods and procedures for database administration. The incumbent supports the process of physical database back-ups, recovery programs, archiving functions and conversion strategies on specific database technologies.

NATURE AND SCOPE:

The incumbent will report to the Senior Database Administrator and is responsible for supporting database administration and the College's administrative software systems.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Serves as subject matter expert in Oracle and SQL Server database administration working on problems of diverse scope and complexity.

2. Works with Senior Database Administrator to plan, design, create, and maintain databases to support enterprise applications.

3. Supports and manages physical database back-ups, recovery programs, archiving functions and conversion strategies on specific database technologies.

4. Supports the Senior Database Administrator in developing methods and procedures for database administration.

5. Installs, configures, and maintains database software components.

6. Resolves database performance and capacity issues, and replication and other distributed data issues.

7. Implements and maintains database security through established security procedures.

8. Responsible for database recoverability, availability, and optimal performance.

9. Provides technical assistance and mentors staff on developing conceptual and logical database designs and physical databases.

PRINCIPAL ACCOUNTABILITIES, cont'd:

10. Logs, schedules and tracks all changes using change management systems tools.

11. Identifies root causes of production problems and works with developers to circumvent and resolve such problems.

12. Accountable for maintaining the security and confidentiality of any proprietary or sensitive information or data in any medium regarding the Delaware Tech or its students, faculty, or staff. Accessing or disclosing such information or data must be deemed necessary for the performance of one's job responsibilities and must be authorized by the employee's supervisor.

13. Provides technical assistance and mentors staff on developing conceptual and logical database designs and physical databases.

14. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

◊ Expert knowledge of Oracle database administration and Oracle tools. Knowledge of database management systems software and hardware configurations and tools.
◊ Proficient with Linux, Unix, SQL (PL/SQL, T-SQL) and Microsoft Windows operating systems.
◊ Relies on experience and judgment to plan and accomplish goals.
◊ Uses professional knowledge, experience, and analytical criteria to make decisions.
◊ Ability to work independently to determine methods and procedures on new assignments. Receives no instruction on routine work, general instructions on new assignments.
◊ Ability to document operational or newly engineered solutions to probably educate and inform our users.
◊ Monitor database, perform backups/restores, optimize and tune database and control and monitor user access.
◊ Knowledge of superior customer service standards and practices.
◊ Knowledge of Reporting Services (SSRS, Crystal Reports, etc.)
◊ Availability to work after hours and/or weekends and on-call, as specified by supervisor.

MINIMUM QUALIFICATIONS:

◊ Bachelor's degree in a relevant field and two years of relevant experience; or other equivalent combination of education and experience.
◊ Oracle DBA certification is preferred.