

CLASSIFICATION SPECIFICATION

Senior Database Administrator

FT/PT Class Code: 5137, 5637 Pay Grade: B/C 19 FLSA: Exempt Rev. 04/26/18

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 key information technology leader will serve as the subject matter expert in Oracle and SQL Server database administration working on problems of diverse scope and complexity. As such, the incumbent provides team or technical supervision and works with business partners to plan, design, create, and maintain databases to support enterprise applications. The incumbent determines methods and procedures for database administration and designs and implements physical database back-ups, recovery programs, archiving functions and conversion strategies on specific database technologies.

NATURE AND SCOPE:

This is a single incumbent position. An incumbent in this class reports to the application director and is responsible for the databases and system administration for 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 business partners to plan, design, create, and maintain databases to support enterprise applications.
3. Designs and implements physical database back-ups, recovery programs, archiving functions and conversion strategies on specific database technologies.
4. Determines 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 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. 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.
- ◇ Knowledge of superior customer service standards and practices.
- ◇ Knowledge of Reporting Services (SSRS, Crystal Reports, etc.)
- ◇ 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.
- ◇ 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 four years of relevant experience; or other equivalent combination of education and experience.
- ◇ Oracle DBA certification is preferred.