



## DATABASE ADMINISTRATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	75	07/01/2017	Classified	1 of 2

### DEFINITION

To support the relational databases on the various computer platform environments; to assist in the development, creation and maintenance of relational databases for present and future requirements; and to recommend and maintain security measures for the database environment.

### DISTINGUISHING CHARACTERISTICS

**Database Administrator** – This is the journey-level classification in the Database Administrator Series. Positions in this classification are responsible for moderately complex projects with general supervision provided by the appropriate manager. Knowledge of database management theory and practice is reasonably extensive, and understanding of moderately complex database concepts is critical.

**Database Administrator, Senior** – This is the most advanced level in the Database Administrator series. Positions in this classification are responsible for highly complex projects with general direction provided by the appropriate manager. Knowledge of database management theory and practice is extensive, and understanding of complex database concepts is critical.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Documents, designs, develops, optimizes, and improves new and existing logical and physical databases for custom and commercial applications to meet the changing needs of the user community.
- Coordinates database development as part of project team and individually, applying knowledge of database design standards, configuration, tools and services, and database management system.
- Reviews and assists users in determining needs for database and reporting projects.
- Assists in the creation and maintenance of reports and dashboards in Structured Query Language (SQL) Server Reporting Services, Analysis Services and Business Intelligence (BI) tools.
- Reviews and recommends definition of data as defined in data dictionary (information about data, including name, description, source of data item, and key words for categorizing and searching for data item descriptions).
- Develops data models, describing data elements and how they are used; creates descriptions that enable programmer-analysts to understand how programs should access data.
- Maintains databases according to internal guidelines and requirements specified by the database vendor; verifies database and associated software is up-to-date.
- Establishes and maintains data backup procedures for all database and application files.



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- Performs regular database system performance monitoring; troubleshoots and resolves any database-related problems.
- Serves as a technical resource for the district; provides user support and training.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Database concepts, designs and processing techniques, including data mining, administration, documentation, maintenance, implementation, security, and data transformation.
- Principles of systems, program design, and implementation.
- Basic principles of operating systems.
- Database, programming, and system industry standards.
- Database structures and data elements.
- Microsoft SQL server and data transformation tools.
- Transact Structured Query Language (T-SQL) programming for queries, report writing, and creation/maintenance/administration of MS SQL Server stored procedures and views.

Skill/Ability to:

- Design, implement, and maintain databases.
- Learn new concepts and follow guidelines; perform work with a high degree of accuracy.
- Work with users to design and implement database tables, elements, standards and create supporting documentation.
- Work as a team member and support team decisions.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Four (4) years of experience in a technology field with one (1) year of database administration.
- Additional directly related education may be substituted on a year for year basis for up to two years of the required experience.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college or university with a major in computer science, computer information systems or related field, or the equivalent.