AUBURN
Human Resources

Assoc Database Admin

Job Description

JOB INFORMATION

Job Code	MA32
Job Description Title	Assoc Database Admin
Pay Grade	IT06
Range Minimum	$57,160
33rd %	$70,500
Range Midpoint	$77,170
67th %	$83,840
Range Maximum	$97,180
Exemption Status	Exempt
Approved Date:	11/25/2019 4:30:08 PM
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JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Database Administration

JOB SUMMARY

Under close supervision, assists with maintaining, backing-up, and optimizing the University's physical, relational, and object-oriented database resources across multiple platforms and computing environments while helping to ensure high levels of data quality. Performs work that is generally routine in nature, seeking assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Responsible for simple database and application troubleshooting as it relates to databases or the Banner platform.

RESPONSIBILITIES

- Installs, configures, monitors, maintains, and performance-tunes production and non-production databases. Applies methodologies for the ongoing assessment of database performance with guidance and support.
- Monitors and responds to database incidents including, but not limited to, backup, recovery, tablespace allocation, performance, security access constraints, account operations, nightly job processing, and physical hardware issues while seeking assistance from coworkers and management when unexpected issues arise.
- Assists with security of databases and Banner through the pre-established security request/approval framework. Monitors and maintains Banner related systems not covered by other OIT support teams. Performs code migrations via approved migration process.
- Assists with, upgrades, and maintains various Banner related applications including, but not limited to, Evisions Suite, Form Fusion, Banner SSB/INB, Etranscripts, ESM, Jenkins, and Weblogic Middleware. Implements scheduled software upgrades using instructions written by more senior coworkers.
- Assists internal and external clients with troubleshooting database connectivity and data related issues. Requests firewall rules to enable client connectivity where appropriate.
- Performs simple scripting and analysis and troubleshooting on existing simple script. Implements upgrades and software operations based on pre-written command line instructions to accomplish technical objectives.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline. Degree in IT or related field preferred.	and	0 years of	Relevant IT experience with relational database management systems or database development. Experience in Oracle Enterprise Management and SQL Development.	Or
Associate's Degree	No specific discipline. Degree in IT or related field preferred.	and	4 years of	Relevant IT experience with relational database management systems or database development. Experience in Oracle Enterprise Management and SQL Development.	Or
High School Diploma or GED	High School/GED general education	and	8 years of	Relevant IT experience with relational database management systems or database development. Experience in Oracle Enterprise Management and SQL Development.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic understanding of server infrastructure and operating systems including Windows and Linux, including the ability to navigate and operate in a command line only environment.	And
Basic understanding of networking, firewalls, and load-balancing.	And
Knowledge of database queries, theory, design.	And
Knowledge of structured query language (SQL), such as Transact-SQL or SQL/PSM.	And
Proficient in operating systems (e.g., Windows or Linux).	And
Excellent communications skills both written and verbal.	And
SQL databases	And
Strong technical aptitude and computer skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.