AUBURN
Human Resources

Database Administrator

Job Description

JOB INFORMATION

Job Code	MA33
Job Description Title	Database Administrator
Pay Grade	IT07
Range Minimum	$64,310
33rd %	$79,310
Range Midpoint	$86,820
67th %	$94,320
Range Maximum	$109,330
Exemption Status	Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Database Administration

JOB SUMMARY

Under general supervision, responsible for maintaining, backing-up, and optimizing the University's physical, relational, and object-oriented database resources across multiple platforms and computing environments while ensuring high levels of data quality. Performs work that is usually routine and intermittently complex in nature, seeking assistance when guidelines are inadequate or significant deviations are proposed, and solves unanticipated problems independently. Responsible for detailed and complex database and application troubleshooting as it relates to the database or Banner platform. Responsible for troubleshooting and coordinating server configuration as it relates to the application being administered.

RESPONSIBILITIES

- Installs, configures, monitors, maintains, and performance-tunes production and non-production databases. Applies methodologies for the ongoing assessment of database performance without significant guidance. Performs all standard database maintenance tasks without guidance.
- 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 rarely seeking assistance from coworkers and management. Configures and maintains database monitoring rules and applications. Monitors and responds to database host incidents and resolves issues with database applications at the server level.
- Administers databases and Banner security 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. Reviews application developer code when migration issues occur, looking for errant code or variations from established Auburn conventions.
- Administers, 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. Maintains knowledge of and schedules relevant security patches and upgrades that will benefit the University.
- Assists internal and external clients with troubleshooting database connectivity and data related issues. Requests firewall rules to enable client connectivity where appropriate. Evaluates database access requests and server network location to better facilitate the security of the University's data.
- Performs complex scripting and analysis and troubleshooting on existing script. Writes scripts that automate simple server and database operations and documents script operations. Uses pre-written vendor instructions to accomplish technical objectives and customizes instruction for University specific environments.

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	4 years of	Relevant IT experience with relational database management systems or database development. Experience with Oracle Enterprise Management and SQL Development.	Or
Associate's Degree	No specific discipline. Degree in IT or related field preferred.	and	8 years of	Relevant IT experience with relational database management systems or database development. Experience with Oracle Enterprise Management and SQL Development.	Or
High School Diploma or GED	High School/GED general education	and	12 years of	Relevant IT experience with relational database management systems or database development. Experience with 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

Detailed 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
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.