Assoc Database Administrator
J o b   D e s c r i p t i o n

JOB INFORMATION

Job Title:	Assoc Database Administrator
Auburn Title:	Assoc Database Administrator
Job Code:	MA32
FLSA Classification:	Exempt
Salary Grade:	IT06 $49,100 - $83,500
Organizational use restricted to the following divisions:	

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Database Administration

Family Description

This job family manages or performs work associated with analysis, design, implementation, operation, deployment, and support of the organization's information technology resources (including computer hardware, operating systems, communications, software applications, data processing and security), telecommunication systems, and software/database products by internal staff, outsourcing staff, or consultants. Activities include developing information technology strategies, polices and plans; maintenance and use of information technology resources; training and supporting technology users; telecommunications network planning, operations and site acquisition; programming software/database products for sale to external customers; developing PC, online, and mobile games; and internet product management & operations.

Function Description

Responsible for designing, configuring, and managing databases to ensure the integrity, security and accessibility of the organization's data including: Defining standards for physical data storage, maintenance, access and security administration; Performing backup and recovery using Database Management Systems; Configuring database parameters and defining data repository requirements, data dictionaries, and warehousing requirements; Designing and implementing approaches to improve database performance, capacity, and scalability.

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.

KEY RESPONSIBILITIES

	% TIME
• 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.	25%
• 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.	20%

• 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.	15%
• 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.	10%
• Assists internal and external clients with troubleshooting database connectivity and data related issues. Requests firewall rules to enable client connectivity where appropriate.	10%
• 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.	10%
• Performs other related duties as assigned by the supervisor.	10%

The above key responsibilities are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position and the percent of time spent on each duty varies based on department needs.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below. The requirements listed below are representative of the skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

Minimum Education and Experience

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

Minimum Skills and Abilities

Description	Proficiency	
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.	Beginner	And
Basic understanding of networking, firewalls, and load-balancing.	Beginner	And
Knowledge of database queries, theory, design.	Beginner	And
Knowledge of structured query language (SQL), such as Transact-SQL or SQL/PSM.	Beginner	And
Proficient in operating systems (e.g., Windows or Linux).	Beginner	And
Excellent communications skills both written and verbal.	Beginner	

Minimum Technology

Technology	Technology Details	
SQL databases		And

Minimum Technology

Technology	Technology Details	
Strong technical aptitude and computer skills.		

Minimum Licenses and Certifications

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

Approved Date: 11/8/2019