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

JOB INFORMATION

Job Title:	Database Administrator
Auburn Title:	Database Administrator
Job Code:	MA33
FLSA Classification:	
Salary Grade:	IT07 $55,300 - $94,000
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 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.

KEY RESPONSIBILITIES

	% TIME
• 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.	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 rarely	20%

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.	15%
• 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.	10%
• 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.	10%
• 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.	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 responisibilities.

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.	And	4	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	Relevant IT experience with relational database management systems or database development. Experience with Oracle Enterprise Management and SQL Development.	Or
High School/GED	general education	And	12	Relevant IT experience with relational database management systems or database development. Experience with Oracle Enterprise Management and SQL Development.	

Minimum Skills and Abilities

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

Minimum Technology

Technology	Technology Details	
SQL databases		
Strong technical aptitude and computer skills.		

Minimum Licenses and Certifications

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

Approved Date: 11/10/2019