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

JOB INFORMATION

Job Title:	Sr Database Administrator
Auburn Title:	
Job Code:	MA34
FLSA Classification:	
Salary Grade:	IT08 $59,900 - $107,800
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 minimal 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 complex in nature, seeking assistance only when policy or architectural direction prevent a clear decision from being made and solves unanticipated problems independently. Responsible for detailed and complex database and application troubleshooting as it relates to the database or Banner platform. Serves as an expert in all phases of database and server architecture as it relates to designing complex solutions for University projects.

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. Pro-actively seeks to optimize, secure, and stabilize database systems through a combination of expert server knowledge and in-depth database system knowledge.	15%

• 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. 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. Architects high-availability solutions and designs database systems to include redundancy and performance considerations.	15%
• 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. Evaluates security and database policy for improvement opportunities and alignment to strategic direction.	10%
• 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. Performs evaluations of new database related applications and determines their usefulness in achieving the University's mission.	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. Contributes to network architecture decisions on behalf of the database administration group, considering performance, security, and simplicity.	10%
• Continuously investigates new technologies and database options for applicability and benefit/cost for improving University database systems.	10%
• Performs complex scripting and analysis and troubleshooting on existing script. Scripts complex and in-depth database and server operations as needed by business or technical requirements.	10%
• May serve as a lead within the team, coordinating the work of others and serving as the primary contact.	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 area preferred. Master's 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.	

Minimum Skills and Abilities

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

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. Oracle Certified Professional and/or Microsoft Certified Solutions Associate preferred.			

Approved Date: 11/10/2019