IT DATABASE ADMINISTRATOR

*[May also apply to exempt SHRA positions in the Applications or Operations & Systems branches\*]*

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also competency- and band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Support | * Maintains and oversees software updates, software patching, and backup and recovery functions of the database(s). * Performs system monitoring and responds to customer’s requests (i.e. adding or removing indexes, establishing a template, managing the database, etc.). * Provides database performance tuning, code development, and improvements. |
| Project Management | * Defines project timelines and deliverables, monitors progress, and recommends changes as appropriate to ensure projects are completed on time and within budget. * Coordinates and prioritizes requests for changes and enhancements in the environment based on business needs, resources, and the impact of changes on existing systems and processes. * Evaluates project issues related to scope change, resource and time constraints to provide consistent solution delivery. * Identifies project risks in advance and proactively mitigates these risks with appropriate steps. |
| Development/  Programming | * Initiates configuration management changes during implementation process. * Builds database structure; advises of best practices to develop structure for client needs. * Adheres to standards and processes of establishing databases. * Designs, implements, and/or manages various databases to support a variety of programs. |
| Security | * Identifies and remediates vulnerabilities on all end user devices, IT infrastructure and applications used by support staff; recommends and implements IT and data security best practices and standard operating procedures for support staff and business processes, as well as user behavior security training and risk mitigation for supported staff. |
| Quality Control &  Reporting | * Runs tools to check efficiency of database and tunes if necessary (i.e. monitoring performance of database for speed, sending appropriate error messages/alerts when needed, etc). * Responds to and resolves errors and/or alerts. * Develops, monitors, and reports key performance indicators. * Establishes and tracks service level agreements. |
| Consultation | * Advises management and/or other school/division IT units on database concepts, functional capabilities, parameters, and prototypes. * Works with end users to gather business requirements; elicits requirements from various constituent groups using different methodologies. * Provides consultation, recommendation, design, testing, creation, implementation, and project management of customer-specific technology projects, event support, and related support of new and/or revised IT services. |
| Supervision/  Management | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc. |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs |

\*When employees in these existing, filled positions have elected to remain SHRA