

# Database Administrator

---

## Job Description

---

### Position Information

<b>Position Title</b>	Database Administrator
<b>Position Number</b>	
<b>Department</b>	Information Technology Service
<b>Reports to (Title)</b>	Director of Enterprise Systems

### Seated Employee

**Employee First Name**

**Employee Last Name**

### Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

### Job Summary

The Database Administrator (DBA) is one of two such positions responsible for providing technical support for the enterprise database environment including overseeing the development, organization, and integration of databases; the assessment and implementation of new database-related technologies; and providing Information Technology Services (ITS) with a long-term perspective on the relationship of database technology to operational opportunities. The incumbent will strive to ensure that the college's database systems offer the highest levels of reliability, security, business continuity, and performance possible. The DBA works collaboratively to help achieve an environment that meets current, and prepares for future, business objectives and security requirements. They will train technical support and applications staff to use on-line processing databases and environments to their maximum effect; provide and support tools to assist in the management of the database and transaction processing environment; provide a working model of the college's transaction processing environment for capacity assessment and planning; and support the integration of campus systems with the Operational Data Store and data warehouse.

### Position Summary Information

**Select the level of education needed to successfully accomplish the essential duties of this job.** Bachelor's degree from four-year college or university

**If a specific degree, certification, license, or registration is necessary, please list.**

Bachelor's degree and five years of experience or an equivalent combination of education and experience.

- In-depth understanding of data warehouse and business intelligence tools, technologies, architecture, and trends in data and information management.
- Capacity to think broadly and creatively as a problem solver; collaboratively develop and implement plans; and to convey enthusiasm.
- Ability to work well independently and collegially in a team environment with a variety of people.
- Ability to analyze a problem and devise a programmatic solution.
- Knowledge and experience with Extract, Transform, and Load (ETL) processes.

- Knowledge and experience with relational databases.
- Knowledge and experience with reporting and business intelligence platforms.
- Knowledge and experience working with Microsoft SQL Server, , SQL Server Integration Services (SSIS), SQL Server Reporting Services (SSRS), and Power BI.
- Knowledge and experience working with dimensional modeling and star schema methodology.
- Experience working with outside vendors and consultants.
- Demonstrated customer service orientation.
- Excellent written and verbal communications skills.

Five years or more

**Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.**

**Preferred Qualifications**

- Experience working with Azure SQL technology stack.

**FLSA Category**

Exempt

**Staff/Faculty**

Staff

**Employment Status**

Full-Time

**Employment Category**

Regular

**Essential Staff (emergency situations)?**

No

**On-Call?**

No

**Essential Responsibilities**

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

*Essential Responsibility percentage of time needs to equal 100%*

**Responsibility**

- Administration
- Develop and review database policies
  - Backup and restore databases
  - Ensure availability of databases
  - Review and build stored procedures, functions, and views for optimum performance
  - Manage resources including the resource governor
  - Design and review schemas
  - Patch and configure SSMS, SSIS, and SSRS
  - Monitor, patch, and configure Quest Spotlight

**Percentage Of Time**

30

**Responsibility**

- Establish security and maintain parameters
- Consult with, and provide recommendations to, the ITS Information Security team concerning best practices for securing supported databases
  - Implement security requirements and changes in conjunction with the ITS Information Security team

**Percentage Of Time**

10

**Responsibility**

- Data Warehouse
- Administer the data warehouse

**Percentage Of Time**

15

**Responsibility**

- Reporting System
- Administer and maintain enterprise reporting systems

**Percentage Of Time**

15

**Responsibility**

- College computing systems integration
- Analyze, extract, transform, and load (ETL) data from multiple college computing systems

**Percentage Of Time** 30

### General Responsibilities

#### General Responsibilities

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

#### Supervisory Responsibilities

**Does this job have supervisory responsibilities?** No

**If yes, then check all that are supervised by this position.**

**Supervise Student Staff** No

**If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)**

**Supervise Non-Exempt Staff** No

**If you supervise non-exempt staff please enter the number.**

**Supervise Exempt Staff** No

**If you supervise exempt staff please enter the number.**

**Select the level of supervision that this position provides.**

#### Supervision Received

**Select the level of supervision that this position receives from their supervisor.**

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

## Computer Operations

### Please check one of the following

Utilize complex computer operations (intermediate programming, relational databases, and operating systems) and advanced features of software packages (word-processing, spreadsheet, graphics, etc.)

## Travel

### Please check one of the following

Minimal overnight travel (up to 10%) by land and/or air.

## Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

## Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

<b>Analyzing information or data</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Effective communication skills</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Composing &amp; comprehending communication materials</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Establishing effective interpersonal relationships</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Adjusting to changes (work load, environment, department structure, etc.)</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Using logic to define problems, collect information, establish facts, draw valid conclusions, etc</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Making decisions of moderate to substantial consequence</b>	Under 1/3

- Essential or Marginal?	Marginal
<b>Performing mathematical calculations</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Editing reports or technical materials</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Planning and organizing (work load, schedules, events, etc.)</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Handle stressful, emotional and/or frustrating situations</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Working with numerous distractions</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Working under a time pressure and within timelines/deadlines</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Coordinating work with others</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Handling multiple assignments and priorities</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Completing work in an accurate manner</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Concentrating - maintaining attention to details and task</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Memory functions (remembering names, details and procedures)</b>	Under 1/3
- Essential or Marginal?	Marginal

#### **Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

<b>Remaining in a stationary position</b>	1/3 to 2/3
<b>Traverse/move locations</b>	Under 1/3
<b>Ascend or descend between floors</b>	Under 1/3
<b>Reach with hands and arms</b>	1/3 to 2/3
<b>Ascend or descend ladder</b>	None

<b>Position self to access small or restricted spaces</b>	Under 1/3
<b>Communicate or exchange information</b>	Over 2/3
<b>Detect specific flavors or odors</b>	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

<b>Weight lifted or force exerted: up to 10 pounds (with or without assisted device)</b>	Under 1/3
<b>Weight lifted or force exerted: up to 25 pounds (with or without assisted device)</b>	Under 1/3
<b>Weight lifted or force exerted: up to 50 pounds (with or without assisted device)</b>	None
<b>Weight lifted or force exerted: up to 100 pounds (with or without assisted device)</b>	None
<b>Weight lifted or force exerted: more than 100 pounds (with or without assisted device)</b>	None

**Please check one of the following** Light physical activity performing non-strenuous daily activities.

**Does this job have any essential vision requirements? Check all that apply.** Close vision (clear vision at 20 inches or less)

#### **Work Environment**

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

<b>Wet or humid conditions (non-weather)</b>	None
<b>Extreme cold (non-weather)</b>	None
<b>Extreme heat (non-weather)</b>	None
<b>Outdoor weather conditions</b>	None
<b>Work near moving mechanical parts</b>	None
<b>Work in high, precarious places</b>	None
<b>Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)</b>	None
<b>Toxic or caustic chemicals</b>	None
<b>Work with explosives</b>	None
<b>Risk of electrical shock</b>	None

**Vibration (i.e. operating jackhammer, impact wrench)** None

**Risk of radiation** None

**Confined Spaces** None

**Please check one or more of the following locations where this job would work** Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

**How much noise is typical for the work environment of this job? Check the appropriate level below.** Moderate noise (examples: business office with computers and printers, light traffic)

**Additional Information**

**Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.**

---

**Position Documents**

---

No documents have been attached.