

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Database Administrator

**Unit:** Supervisory and Professional

**Page:** 1 of 2  
**Job Code:** D1825  
**Original Date:** 07/2009  
**Last Revision:** 04/2018  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** K

---

### **DEFINITION**

Under the supervision of the Manager, Technical Services, or assigned manager, develop, implement, and maintain strategic data models; design, develop, analyze, and maintain conceptual, logical, and physical database models, preserving overall integrity of database structure in order to provide efficient and accurate computer processing; and design and implement security procedures to preserve and protect all data, including procedures for backups and restoring of datasets. The Database Administrator provides lead direction to development staff as it pertains to efficient running of all programs, queries, and reports.

### **EXAMPLE OF DUTIES**

1. Develop data models and long-range comprehensive database plans to support information requirements; develop goals and objectives to implement long-range comprehensive database plans; conduct ongoing assessment of future implementation needs.
2. Develop policies and procedures to ensure the quality and integrity of the database environment; monitor and control the redundancy of data.
3. Determine, implement, and enhance standards on database security; develop and perform data recovery procedures; ensure backup and recovery strategies are tested and in place.
4. Provide training to technical and development staff on efficient database query and update techniques; assist in the investigation, analysis, and resolution of problems pertaining to the database, application queries, and transactions.
5. Evaluate and recommend database management software tools.
6. Propose additions and/or changes to data administration standards; ensure acceptable internal and external controls are in place to protect the data from unauthorized or accidental access.
7. Develop and gain approval for data migration plans to database formats; develop tests to ensure migration procedures are effective and efficient.
8. Review and evaluate the implementation of all software used to query and perform database updates; analyze all revisions of database structure and content; identify and resolve impact on application programs.
9. Document database schemas; develop and maintain data element dictionaries; establish and monitor standard table and field naming conventions; coordinate logging of all database updates; provide reports as requested.
10. Arbitrate database conflicts among users, data processing operations, and the systems development staff. Investigate user performance complaints.
11. Establish and maintain cooperative, effective, and productive working relationships using tact, patience, and courtesy.
12. Effectively plan and organize work and complete tasks within prescribed timeframes.
13. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

- Computer equipment configuration and hardware capabilities.
- Data warehousing.
- Database administration.
- Database management systems.
- District organization, operations, policies, and objectives.
- General governmental procedures and practices.
- Oracle database principles and methods.
- Principles and practices of work direction, supervision, and training.
- Project management techniques and practices.
- Record-keeping techniques.
- Software applications.
- Technical aspects of field of specialty.

**Skills and Abilities:**

- Adapt quickly to hardware and software changes.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Independently ascertain user needs.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Operate computers and related equipment.
- Plan and organize work.
- Provide technical guidance to users and other technical specialists.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Understand and follow oral and written directions.
- Work effectively as a team member.
- Work independently with little direction.

**Training and Experience:**

Any combination of training and experience equivalent to: a Bachelor's Degree in Business Administration, Computer Science, or related field and three years of progressively responsible experience in database administration, including at least two years of experience as an IBM DB2 Database Administrator and familiarity with IBM and third party software products to tune, manage, and backup DB2 data.

**WORKING CONDITIONS****Physical Requirements:**

Category III: Adequate vision is required to read and review documents, wiring diagrams, computer configurations, and requests for service. Substantial telephone and in-person contact requires the ability to communicate effectively. Must have the dexterity to operate a computer and related equipment using keyboards and other data-entry devices.

**Environment:**

Work is performed primarily in an office environment and requires prolonged periods of sitting. Up to 20% of duties may be performed outside of normal business hours such as nights or weekends.