

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: 05/2013
Staff Type: Classified
FLSA status: Exempt
Salary Range: K

DEFINITION

Under the supervision of the Manager of Technical Services, develop, implement and maintain strategic data models; design, develop, analyze and maintain conceptual, logical and physical database models, preserving the overall integrity of the 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 data sets. The DBA 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 non-essential personnel 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 the database schemas; develop and maintain the data element dictionaries; establish and monitor standard table and field naming conventions; coordinate the 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:

- A wide variety of software applications.
- Computer equipment configuration and hardware capabilities.
- Data warehousing.
- Database administration.
- Database management systems.
- Project management techniques and practices, and general governmental procedures and practices.

Skills and Abilities:

- Adapt quickly to hardware and software changes.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with other employees, vendors and representatives of other agencies.
- Independently ascertain user needs.
- Provide technical guidance to users and other technical specialists.
- Work effectively as a team member.

Training and Experience:

Bachelor's Degree in Business Administration, Computer Science or related field and three years progressively responsible experience in database administration is required; or any equivalent combination of education and experience which would provide the applicant with the necessary skills, knowledge and ability required to perform essential functions of the position. At least two years of experience as an IBM DB2 Database Administrator and be current with IBM and third party software products to tune, manage and backup DB2 data

WORKING CONDITIONS

Physical Requirements:

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 be able to operate a computer and related equipment.

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.