

# Classification Description



**Job Title: Database Administrator, Lead**

**Pay Grade: TD055**

**Job Code: T058**

**FLSA Status: Exempt**

## **Job Purpose**

This position is responsible for primary support for Oracle products on a platform. Responsibilities include installation, updates/patches/upgrades, tuning, backups, security, user management and resource management. The Database Administrator (DBA) will work closely with the Systems/Network team as well as the applications support team to effectively coordinate the complex interdependencies inherent in the role of DBA. The DBA will take a leadership role in the architecture, implementation and support of an enterprise wide data warehouse and data marts. The DBA will participate on a second level 24x7x365 call team that provides support for all College systems.

## **General Responsibilities**

### **Essential Functions**

Designs, reviews and creates primary objects (tables, views, indexes, etc.) based on logical design models, user requirements and physical constraints.

Writes and debugs shell and perl scripts, PL/SQL packages and other utilities as needed for scheduling of job processes, performance analysis, problem investigation and resolution and other tasks as needed.

Tests and confirms all proposed database changes before moving them to production. Recommends and tests hardware/software products for proposed development efforts.

Analyzes regular data audits of all production databases such as identifying sources of data, taking an inventory of these data sources (determine what data elements are gathered, available, and used), visit, have conversations with, and telephone calls with individuals who are responsible for the data to clarify this information, compiling information about data sources (such as data element dictionaries), identifying gaps in data sources and assessing what data users need and want to know.

Creates and modifies entity relationship diagrams.

Administers users, roles and privileges and maintain database security.

## **DATABASE ADMINISTRATOR, LEAD**

Monitors statistics of databases, identifies bottlenecks and troubleshoots and resolves performance bottlenecks as needed.

Maintains procedures, monitors and performs backup and recovery for databases, implements solutions as appropriate.

Thoroughly understands Structured Query Language; constructs and recommends best practices for applying hints, ordered searches, indexes, etc. Writes appropriate SQL scripts to extract data efficiently and in a timely manner at the customer's request.

Exports and imports large data loads into the database using Oracle utilities, scripts and third-party software.

Provides and maintains cellular telephone and high-speed internet technology services, which allow immediate accessibility to the College through text and voice messages by cellular phone, and responds as directed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education in Computer Science or related program and four (4) years of hands on Oracle database administration and development. Equivalent experience may be substituted for education on a year for year basis.

Oracle Certified Professional (OCP).

Must be able to work independently as well as a member of a team, as well as work with confidential material and information.

In-depth knowledge of Oracle database systems (8.x, 9.x preferred), concepts, utilities, and structures in both Unix and Windows environments.

Knowledge of OLTP and data warehousing structures and capabilities, including dimensional analysis.

Solid experience with shell scripting languages and perl, PL/SQL packages, SQL, HTTP, and Java.

Thorough understanding of network topologies and utilities such as FTP, telnet, SSH, etc.

## DATABASE ADMINISTRATOR, LEAD

Required advanced knowledge and experience with PL/SQL including triggers, procedures and packages, working in a Unix environment, Oracle Advance Features, database modeling and design, replication, standby, VCS clusters, performance tuning, monitoring, RAC and logical standby.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.

## DATABASE ADMINISTRATOR, LEAD

- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved through classification/compensation study: September 1, 2009. Revised: March 1, 2011, August 11, 2011, July 1, 2014, April 11, 2023, and October 24, 2023.