



JOB INFORMATION

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| Job Code | MA33 |
| Job Description Title | Database Administrator |
| Pay Grade | IT07 |
| Range Minimum | \$59,460 |
| 33rd % | \$73,340 |
| Range Midpoint | \$80,280 |
| 67th % | \$87,210 |
| Range Maximum | \$101,090 |
| Exemption Status | Exempt |
| Approved Date: | 11/25/2019 5:03:24 PM |
| Legacy Date Last Edited | 11/10/2019 |

JOB FAMILY AND FUNCTION

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|---------------|-------------------------|
| Job Family: | Information Technology |
| Job Function: | Database Administration |

JOB SUMMARY

Under general supervision, responsible for maintaining, backing-up, and optimizing the University's physical, relational, and object-oriented database resources across multiple platforms and computing environments while ensuring high levels of data quality. Performs work that is usually routine and intermittently complex in nature, seeking assistance when guidelines are inadequate or significant deviations are proposed, and solves unanticipated problems independently. Responsible for detailed and complex database and application troubleshooting as it relates to the database or Banner platform. Responsible for troubleshooting and coordinating server configuration as it relates to the application being administered.

RESPONSIBILITIES

- Installs, configures, monitors, maintains, and performance-tunes production and non-production databases. Applies methodologies for the ongoing assessment of database performance without significant guidance. Performs all standard database maintenance tasks without guidance.
- Monitors and responds to database incidents including, but not limited to, backup, recovery, tablespace allocation, performance, security access constraints, account operations, nightly job processing, and physical hardware issues rarely seeking assistance from coworkers and management. Configures and maintains database monitoring rules and applications. Monitors and responds to database host incidents and resolves issues with database applications at the server level.
- Administers databases and Banner security through the pre-established security request/approval framework. Monitors and maintains Banner related systems not covered by other OIT support teams. Performs code migrations via approved migration process. Reviews application developer code when migration issues occur, looking for errant code or variations from established Auburn conventions.
- Administers, upgrades, and maintains various Banner related applications including, but not limited to, Evisions Suite, Form Fusion, Banner SSB/INB, Etranscripts, ESM, Jenkins, and Weblogic Middleware. Maintains knowledge of and schedules relevant security patches and upgrades that will benefit the University.
- Assists internal and external clients with troubleshooting database connectivity and data related issues. Requests firewall rules to enable client connectivity where appropriate. Evaluates database access requests and server network location to better facilitate the security of the University's data.
- Performs complex scripting and analysis and troubleshooting on existing script. Writes scripts that automate simple server and database operations and documents script operations. Uses pre-written vendor instructions to accomplish technical objectives and customizes instruction for University specific environments.
- Performs other related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|--------------------|--|-----|---------------------|---|----|
| Bachelor's Degree | No specific discipline. Degree in IT or related field preferred. | And | 4 years of | Relevant IT experience with relational database management systems or database development. Experience with Oracle Enterprise Management and SQL Development. | Or |
| Associate's Degree | No specific discipline. Degree in IT or related field preferred. | And | 8 years of | Relevant IT experience with relational database management systems or database development. Experience with Oracle Enterprise Management and SQL Development. | Or |
| High School | High School/GED general education | And | 12 years of | Relevant IT experience with relational database management systems or database development. Experience with Oracle Enterprise Management and SQL Development. | |

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| Substitutions Allowed for Education | Yes |
| <i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i> | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Detailed understanding of server infrastructure and operating systems including Windows and Linux, including the ability to navigate and operate in a command line only environment. | And |
| Understanding of networking, firewalls, and load-balancing. | And |
| Knowledge of database queries, theory, design. | And |
| Knowledge of structured query language (SQL), such as Transact-SQL or SQL/PSM. | And |
| Proficient in operating systems (e.g., Windows or Linux). | And |
| Excellent communications skills both written and verbal. | And |
| SQL databases | And |
| Strong technical aptitude and computer skills. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required. | | | |

PHYSICAL DEMANDS & WORKING CONDITIONS

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| Physical Demands Category: | Other |
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PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.