



## Job Description – Database Administrator (DBA)

Job Title:	Database Administrator (DBA)	Prepared by:	IT Operations Director
Unit:	Technology Services		
Location:	South Jordan, Utah	Reviewed by:	Human Resources
Reports To:	IT Operations Director	Approved by:	IT Operations Director
FLSA Status:	Exempt	Date:	September 25, 2014

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### Summary

The Database Administrator (DBA) is responsible for the performance, integrity, and security of the university's information systems' databases. The DBA provides technical expertise in the design, implementation, and maintenance of database management systems that support institutional business and clinical applications. Additional responsibilities include reporting, data input and output, technology management, and end-user training and support.

### Responsibilities

- Designs and documents database architecture.
- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer, network, and database operations.
- Builds database scheme, tables, procedures and permissions.
- Creates, tests, and executes data management languages.
- Develops database utilities and automated reporting.
- Analyzes and sustains capacity and performance requirements.
- Monitors systems and platforms for availability.
- Oversees backup, clustering, mirroring, replication and failover.
- Performs maintenance operations daily, weekly and monthly on Oracle and SQL servers and databases, and information systems for the purpose of ensuring efficient program operations.
- Performs database backups and restorations, and recovers corrupted databases.
- Evaluates and recommends new database technologies.
- Implements and maintains database security and encryption.
- Develops, manages and tests database and information system backup and recovery plans.
- Develops standards and policies for data entry, and ensures compliance.
- Prepares written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares and distributes reports, including but not limited to weekly and monthly status reports to the IT Operations Director.
- Attends seminars, conferences, in-service training and staff meetings as required
- Other related duties, as assigned.

### Skills

Individual must possess the knowledge and the following skills and abilities or be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Experience in Oracle Enterprise version 12c.
- Experience in Microsoft SQL Server 2008+.
- Proficiency in Microsoft Windows and Microsoft Office applications with an emphasis on database and spreadsheet applications.
- Intermediate knowledge in hardware and networking.
- Experience managing databases. Proficiency in database administration, management, data imports and exports, and developing reports.
- Ability to provide excellent customer service and public relations outreach.
- Proven ability to effectively manage multiple priorities and meet deadlines.

- Ability to adapt to varied roles and job responsibilities and problem-solving skills.
- Demonstrated ability using a life cycle management process for implementation of changes in technology.
- Ability to performs a variety of professional tasks including, but not limited to, technology services representative on various committees or task forces
- Demonstrated ability to excel both independently and as a team member in a lively, collaborative environment.
- Excellent written and verbal communications skills with a demonstrated ability to make difficult concepts easy to understand

### **Education/Training**

- High School Diploma or equivalent is required. College degree with emphasis in information systems is preferred.
- Certifications such as MCSE DBA, Oracle Associate or equivalent experience are required.

### **Experience**

- Minimum of three years conducting general Oracle database administration tasks such as database implementations, backups, and account maintenance
- Minimum of two years administering database platform specific advanced features (e.g. clustering, encryption, logical/physical standby, ETL, replication)
- Experience in an academic environment is preferred but not required.

### **Work Conditions**

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings, off campus, and to Roseman campuses and facilities located outside campus.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

### **Required Physical Abilities**

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry items weighing up to 25 pounds.

*I have read the above position description and have received a copy.*

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Employee Signature

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Date