



<b>Job Title</b>	<b>Senior Database Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>9</b>	<b>Job Code</b>	<b>17411</b>

**Class Specification – Senior Database Administrator**

<b>Summary Statement:</b>	
<p>The purpose of this position is to keep all servers secure, available, and running well and to prepare new servers as well as upgrade existing ones. This is accomplished by managing and monitoring software to alert when potential problems arise and to analyze performance issues; manage backup software and jobs to ensure availability of appropriate backups when restores are needed; managing server replication; monitoring failed logins and passwords; supporting projects; setting up test environments and convert database codes to upgrade existing servers; define and enforce database standards; and initiate and manage incidents and resolving those incidents. Other duties include increasing technical skills through coursework, web research, and application development.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Resolves problems and performance by changing security; changing configurations details; checking email notifications; running server profiler traces; running scripts to gather information; examining deadlock details; and monitoring query databases.
20%	Monitors software to alert when potential problems arise by upgrading for new releases of monitoring software; configuring for optimal notifications; resolving questions on functionality with vendors; and checking that monitoring software is functioning properly.
20%	Manages backup software and jobs to ensure availability of appropriate backups when restores are needed by setting up backup jobs; upgrading; configuring backup properties; checking that backups are being produced; monitoring failed logins and passwords; defining and enforcing database standards; and providing development and production support.
15%	Setting up testing environment and converting database codes to upgrade existing servers by restoring production backups to test servers; exporting packages and test replacement packages; scripting jobs and testing revised versions on the test environment; and rewriting stored procedure codes.



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15%	Supports IT projects by preparing new servers with software installation, security setup, and database initialization; resolving database issues that arise in testing new applications; and retiring old applications that are replaced by new ones.
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**Competencies Required:**

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write business design documents, technical design documents, testing documents, reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in computer science, information management, or a related field.
Experience: Five years of full-time responsible experience working in an IT organization in database administration or related field.



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**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**  
 Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**  
 Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**  
 The job title has no budgetary responsibility.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, iPhone, iPad, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: December 2015