

JOB DESCRIPTION TEMPLATE

Career Ladder:	Database Administration
Business Title:	Database Administrator
Department:	
Department Code:	
Level:	

Job Summary:

The Database Administrator designs information flow and content solutions for existing systems and advises on database concepts and functional capabilities in order to translate business requirements into environment specific databases.

Organizational Status:

Work Performed:

Specific Duties:

Core Duties:

- Designs information flow and content solutions for existing systems to structure and access databases.
- Advises on database concepts and functional capabilities and submits recommendations for solutions.
- Monitors, evaluates, and maintains systems and procedures to protect the data systems and databases from unauthorized users and recommends corrective actions to ensure data security.
- Implements data restore and recovery plans and procedures to protect and continue data system and database activities that support broader emergency or disaster recovery plans.
- Collaborates with project teams and other individuals to ensure seamless workflow with quality handoffs.
- Prepares specifications and flowcharts.
- Coordinates installation of revised or new systems.
- Participates in the establishment of policies and procedures pertaining to data management, maintenance, and utilization.
- Performs upgrades of databases and adds new structures or elements.
- Tracks and reports database performance metrics, monitors and analyzes database performance, and calibrates database management system parameters.
- Performs regular maintenance and backup including monitoring disk space and maintaining database dictionaries.
- Provides technical leadership, coaching, and mentoring to less-experienced individuals.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

Consequence of Error/Judgment:

Supervision Received:

Supervision Given:

Education/Work Experience:

Skills:

Competency Proficiency:

Core Competencies:
<p><u>Collaboration (Intermediate – I):</u> Actively solicits ideas and opinions from others to efficiently and effectively accomplish specific objectives targeted at defined business outcomes. Openly encourages other team members to voice their ideas and concerns. Shows respect for differences and diversity, and disagrees without personalizing issues. Utilizes strengths of team members to achieve optimal performance.</p>
<p><u>Communicating for Results (Intermediate – I):</u> Conducts discussions with and writes memoranda to all levels of colleagues and peer groups in ways that support troubleshooting and problem solving. Seeks and shares relevant information, opinions, and judgments. Handles conflict empathetically. Explains the context of interrelated situations, asks probing questions, and solicits multiple sources of advice prior to taking action when appropriate.</p>
<p><u>Problem Solving (Intermediate – I):</u> Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems. Determines the potential causes of the problem and devises testing methodologies for validation. Shows empathy and objectivity toward individuals involved in the issue. Analyzes multiple alternatives, risks, and benefits for a range of potential solutions. Recommends resource requirements and collaborates with impacted stakeholders.</p>
Role Based Competencies:
<p><u>Accountability (Intermediate – I):</u> Sets objectives that meet organizational needs. Provides recommendations to individuals and teams on ways to improve performance and meet defined objectives. Monitors and provides feedback on individual and team performance against defined standards.</p>
<p><u>Strategic Technology Planning (Intermediate – I):</u> Supports research related to functional architectures and technology needs for a significant work area. Provides input to strategic technology planning. Identifies and analyzes unit's strengths and weaknesses and proposes options for investment in and ongoing maintenance of a function or work process.</p>
<p><u>Thoroughness (Intermediate – I):</u> Demonstrates operational agility. Uses organizational systems that result in multiple critical activities to be identified and completed on time. Renegotiates priorities as necessary. Puts systems in place and uses them to monitor and detect errors and problems. Tests and inspects outputs and applies quality checks prior to work submission.</p>