

JOB DESCRIPTION TEMPLATE

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

Job Summary:

The Senior Database Administrator leads the analysis and design of existing or proposed systems to structure and access databases in order to translate business requirements into environment specific databases.

Organizational Status:

Work Performed:

Specific Duties:

Core Duties:

- Leads the analysis and design of existing or proposed systems to structure and access databases.
- Ensures for alignment of overall project outcomes and coordinates with project team members and other individuals to create a plan which ensures seamless workflow with quality handoffs.
- Identifies information flows, analyzes data flow between systems to establish entity and functional relationships, and defines system specific dependencies.
- Evaluates future technologies and makes recommendations for software and hardware upgrades.
- Advises on database concepts and functional capabilities based on overall strategies, systems infrastructures, and recommendations put forward by other team members.
- Analyzes and may develop database performance metrics and forecasts utilization for capacity planning.
- Develops systems and procedures to protect the data systems and databases and authorizes corrective actions to ensure data security.
- Manages data restore and recovery plans and procedures to protect and continue data system and database activities that support broader emergency or disaster recovery plans.
- Oversees preparation of specifications and flowcharts.
- Directs the installation of revised or new systems.
- Contributes to the establishment of enterprise database development standards and metadata models.
- 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:
<u>Collaboration (Advanced – A):</u> Consistently fosters collaboration and respect among team members by addressing elements of the group process that impedes, or could impede, the group from reaching its goal. Engages the “right people,” within and beyond organizational boundaries, by matching individual capabilities and skills to the team’s goals. Works with a wide range of teams and readily shares lessons learned and credit for team accomplishments.
<u>Communicating for Results (Advanced – A):</u> Converses with, writes reports for, and creates/delivers presentations to all levels of colleagues and peer groups in ways that support problem solving and planning. Seeks a consensus with business partners. Debates opinions, tests understanding, and clarifies judgments. Brings conflict into the open empathetically. Explains the context of multiple interrelated situations, asks searching, probing questions, and solicits expert advice prior to taking action and making recommendations.
<u>Problem Solving (Advanced – A):</u> Diagnoses problems using formal problem-solving tools and techniques from multiple angles and probes underlying issues to generate multiple potential solutions. Proactively anticipates and prevents problems. Devises, facilitates buy-in, makes recommendations, and guides implementation of corrective and/or preventive actions for complex issues that cross organizational boundaries and are unclear in nature. Identifies potential consequences and risk levels. Seeks support and buy-in for problem definition, methods of resolution, and accountability.
Role Based Competencies:
<u>Accountability (Advanced – A):</u> Sets enhanced objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. Provides regular feedback and suggests alternative approaches necessary to ensure that organizational objectives and superior standards are achieved. Delegates responsibility and reallocates resources as needed to ensure that priorities are met for initiatives within area of responsibility.
<u>Strategic Technology Planning (Advanced – A):</u> Ensures researches and benchmarks are completed against best practices for IT spending, architecture, technologies, and processes. Defines criteria for prioritization and recommends core components of a strategic technology plan. Leads implementation of the approved strategic technology plan for significant, integrated work processes.
<u>Thoroughness (Advanced – A):</u> Identifies potential areas of conflicting priorities and vulnerability in achieving standards. Reviews department’s progress against established goals, objectives, service level targets, and project milestones. Supports others in achieving deliverables by efficiently allocating resources and providing common organizing systems, techniques, and disciplines. Maintains a proactive work review and approval process prior to assignment completion. Solicits internal and external customer evaluation of performance and devises measures for improvement.