
Position:	Database Systems Administrator	FLSA:	Exempt
Department/Site:	Technology Services	Salary Grade:	46
Reports to/Evaluated by:	Chief Technology Officer	Salary Schedule:	Classified Management

SUMMARY

Gathers requirements and provisions servers to meet the district’s need for database storage. Installs and configures SQL Server according to the specifications of outside software vendors and/or the development group. Designs and executes a security scheme to assure safety of confidential data. Implements and manages a backup and disaster recovery plan. Monitors the health and performance of database servers and database applications. Troubleshoots database application performance issues. Automates monitoring and maintenance tasks. Maintains service pack deployment and upgrades servers in consultation with the developer group and outside vendors. Deploys and schedules SQL Server Agent tasks. Implements and manages replication topologies. Designs and deploys datamarts under the supervision of the developer group. Deploys and manages cubes for SSAS implementations.

DISTINGUISHING CAREER FEATURES

The Database Systems Administrator is a senior level analyst position requiring specialized education and training in the field of study typically resulting in a degree. Advancement to this position would require competency in the design and administration of relational databases designated for business, enterprise, and student information. Advancement from this position is limited to supervisory management positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implements, maintains and administers all district supported versions of Microsoft SQL as well as other DBMS as needed.
- Responsible for database capacity planning and involvement in server capacity planning.
- Responsible for verification of backups and restoration of production and test databases.
- Designs, implements and maintains a disaster recovery plan for critical data resources.
- Designs, implements and maintains database security to give district users access based upon their job functions. Protects sensitive district data from compromise by sources inside and outside the organization. Manages service accounts and logins so that essential processes may be automated.
- Troubleshoots performance problems with database applications or server access using industry standard monitoring and provides timely communication of system and problem status to users.
- Develops and deploys scripts and stored procedures for the automation of database administration tasks.

- Applies patches and upgrades to Microsoft SQL Server and database applications as required.
- Designs, implements, manages, and monitors replication topologies, publications and subscriptions.
- Deploys and maintains SSIS, SSRS and SSAS tools and installations.
- Documents SQL Server network topology and user interface and changes management procedures.
- Participates in the design and deployment of new datamarts to the data warehouse.
- Participates in the design and deployment of new SSAS cubes.
- Performs other duties as assigned that support the overall objective of the district.

QUALIFICATIONS

Knowledge and Skills: Requires specialized knowledge of the principles and procedures of computer systems, including relational database analysis and design along with specialized knowledge of the specific relational database programs used by the District. Requires a working knowledge database management system concepts, methodologies, analysis, and design. Requires specialized knowledge of database design techniques as well as physical and logical database structures. Requires in-depth knowledge of database planning, program development standards, procedures, tools, and documentation requirements. Requires knowledge of standard query language (SQL) extensions to access relational databases as well as database definition and manipulation languages. Requires knowledge of Microsoft Server operating system software. Requires knowledge of industry standard software for tracking and report generation. Requires sufficient language and writing skill to read, understand, and prepare system documentation and instructions. Requires sufficient math skills to record sums, fractions, and statistical data. Requires sufficient communication skills in order to convey technical concepts and consult with a wide range of internal contacts for purposes of education, conversion of data, and problem solving.

Abilities: Must be able to perform a full range of database systems analysis and related programming duties. Requires the ability to install, configure, and troubleshoot database and application software. Must be able to analyze and evaluate the needs of users and develop the most effective program or solution to meet those needs. Must know how to operate the computers, operating systems, peripherals, and other equipment used by the District for information retrieval, storage, analysis, and processing. Requires advanced skill in Structured Query Language and its uses in the administration of servers and databases. Requires the ability to work independently and collaboratively, follow logical progressions of program systems and to think logically, creatively, and in abstract terms. Requires the ability to analyze and solve technical problems under extreme time pressure. Must be able to read, interpret, and apply complex technical information. Requires the ability to learn and apply emerging languages and applications within a reasonable time.

Physical Abilities: Requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires the near visual acuity to write and to read written materials and computer screens. Requires arm-hand-finger dexterity to use a keyboard and pointing device for operating a microcomputer. Requires the ability to use hearing and speech for personal and telephone conversations, hear sound prompts from equipment, and to facilitate discussions with small groups.

Education and Experience: The position may require a Bachelor's Degree in computer sciences, information services or a related field and two years of related experience in applications development from database structures and database technical design. Alternatively, the position may require an Associate's Degree and six years of progressive experience. Additional in-depth experience or specialized industry training may substitute for some higher education.

Licenses and Certificates: Requires a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist.