

JOB DESCRIPTION
Grossmont Union High School District

DATABASE ADMINISTRATOR

Purpose Statement:

The job of Database Administrator is done for the purpose/s of designing, developing, implementing, monitoring and modifying District databases; developing and maintaining backup and disaster recovery procedures; overseeing database restoration and archiving processes; and maintaining interfaces between databases.

This job reports to Director, Systems Integration

Essential Functions

- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates and conducts all database activities (e.g. program updates/patches, cataloging, file locking, access rights, etc.) for the purpose of complying with district policies and security procedures.
- Develops and prepares a variety of written materials (e.g. standards and procedures, training curricula, audit procedures, database structures/objects, disaster recovery, backup procedures, etc.) for the purpose of documenting procedures and required actions, providing written support and/or conveying information to others, both within and outside the department.
- Integrates databases from existing data sources for the purpose of meeting access and reporting needs defined by district and school site staff.
- Maintains a variety of manual and electronic documents, files and records for the purpose of providing an up-to-date reference and audit trail.
- Maintains development, test, production, report and testing environments for appropriate systems, including data synchronization between environments for the purpose of ensuring the integrity of database applications.
- Monitors systems performance, application performance, and system usage for all database systems for the purpose of ensuring optimal performance and systems availability.
- Performs all database restores, rollbacks and recovery processes for the purpose of coordinating with appropriate operations and programming personnel.
- Plans the design and development of districtwide or individual databases for the purpose of responding to requests for additional technology support.
- Responds to inquires from a variety of district personnel for the purpose of providing support, technical advice and operational assistance.
- Troubleshoots problems with file server/s, databases and database/application services for the purpose of resolving problems and implementing remediation processes.

Other Functions

- Assists other personnel as may be required for the purpose of contributing to the efficiency and effectiveness of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: managing large, multistep projects; gathering information to diagnose problems; developing and implement large scale database applications, and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: project management processes and methodology; current generation and legacy computer operating and networking systems; concepts and practices used with relational databases, data security, file systems and database programs; and Oracle Databases and Application Server, MySQL, SQL, PL/SQL, and MS Access.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: developing effective working relationships; communicating with persons with diverse technical knowledge and skills; providing clear instructions; working non-standard hours; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under a generally hazard free environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Required Testing

As required for position

Certificates & Licenses

Valid Driver's License and Evidence of Insurability
Applicable Database Certifications

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 75