Title: Database Administrator  

Job Code: 80520

**JOB SUMMARY**

The Database Administrator designs, secures, implements, and maintains supported database management system(s) (DBMS).

**MAJOR DUTIES**

- Works with users to determine and develop specifications for data driven applications;
- Ensures agency databases maintain proper security in compliance with the information security plan for each application;
- Installs each DBMS in the required physical environment;
- Assists end users and other team members in proper access to each DBMS;
- Monitors usage, storage and performance of existing DBMS to ensure efficient operation;
- Supports users of the agency DBMS applications;
- Provides internal and external documentation on the use and functionality of all supported DBMS;
- Provides training for agency personnel for the DBMS applications;
- Assists with developing or review of DBMS physical data backup;
- Supports the assigned technical college's email system;
- Prepares assigned reports;
- Participates in periodic disaster recovery simulations to ensure data recovery plans work.

**COMPETENCIES**

- Knowledge of the installation process for software applications and operating systems
- Ability to provide technical support and assistance with hardware and/or software
- Ability to research and design queries and reports
- Ability to maintain network users, directories and the security of the system
- Knowledge of software applications
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public

**MINIMUM QUALIFICATIONS**

One (1) year certificate or degree from a college or training institution with specific courses in database concepts *and* Two (2) years of experience working with DBMS design, implementation and support using Oracle, Microsoft SGL, or other industry standard DBMS

OR
Four (4) years of experience working with DBMS design, implementation and support using Oracle, Microsoft SQL or other industry standard DBMS

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.