

Job Title: **Database Administrator**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Prepared/Revised Date: **July 2015**

Job Code: **090316**  
 FLSA Status: **Ex-C**  
 Pay Range: **Lvl 04**  
 Work Year: **12 months**

**SUMMARY:** Responsible for installation and upgrades of the Microsoft SQL database software and supporting products. Creates and manages multiple databases, across multiple servers through the use of district information technology systems. Maintains databases up to current security standards. Performs database administration tasks including daily monitoring, tuning, diagnosing, and resolution of problems with the data base and it’s performance. Develops and maintains a backup and recovery strategy for all databases. Provides necessary data reporting for district, state and federal requirements. Establishes standards and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Installs, configures and maintains Microsoft SQL server databases, including software and system updates	D	15%
2. Performs capacity planning, data sizing tasks and data modeling functions through the use of district information technology systems.	D	15%
3. Troubleshoots and resolves database issues in a mission critical environment	D	15%
4. Plans, implements and maintains security for sensitive data at the database level.	D	15%
5. Generates complex queries and reports through the use of district information technology systems.	D	10%
6. Creates stored procedures and develops SQL code.	D	10%
7. Generates data reporting for district, state and federal requirements using district information technology systems.	M	5%
8. Develops, maintains and tests a backup and recovery strategy for all databases.	M	5%
9. Collaborates with co-workers and IT management in project design and development.	Q	5%
10. Evaluates new database solutions.	Q	4%
11. Performs other duties as assigned.	Ongoing	1%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in related content. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Minimum of five (5) years experience in DBA with Microsoft SQL server. Current experience with SQL Server 2005.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- MCDBA or MCTS: SQL Server 2005 preferred
- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent understanding of the SQL server architecture, administration, security and clustering
- Understanding of Windows Server operating systems
- Expert knowledge of advanced SQL query techniques in addition to experience with automating export/import tasks using DTS/SSIS
- High level of experience in systems analysis and programming methodologies
- Extensive knowledge creating and implementing Stored Procedures and SQL coding
- Solid knowledge in query, index and Database IO performance tuning
- Excellent understanding of Database design principals
- Knowledge of XML concepts and deployments in a database environment
- High level of experience in backup and recovery of database systems, preferably Redgate
- Experience in replication processes.
- High level of analytical and problem solving skill.

- Experience with leading edge technologies.
- Good communication and interpersonal skills.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position
- Advanced knowledge of servers, mainframes and networks.
- Familiarity with general office equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Administrative Data Services Executive Director	090529

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- This job has no budget responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze				X
Communicate			X	
Copy		X		

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate		X		
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	