

Job Description

Job Title: Database Administrator I
Position Code: 6E26
Job Classification: Exempt

Supervisor: Supervisor of Technology Operations
Pay Grade: 38
Contract Length: 245 Days

Job Summary

Under the direction of the Supervisor of Technology Operations, performs complex work. Work involves assisting in implementing and maintaining large-scale, complex, database management systems which support mission-critical operations. The position assists with ensuring availability, integrity, security, and efficiency of assigned databases. Position assists in developing standards and procedures; consults with database applications staff to determine application needs, analyzes requirements, conducts system audits and tests; performs database system management activities as assigned; and develops documentation. The work requires highly professional customer service to staff and students.

Essential Duties

1. Conduct database health checks.
2. Develops and maintains database dictionaries with descriptions of data elements.
3. Performance tuning and optimization of the databases.
4. Ensure that all databases conform to the defined database security standards.
5. Ensure that all the databases are backed up as according to establish policy.
6. Monitors all database and system logs and takes corrective actions as required.
7. Monitors database system access and conducts system audits to identify security violations.
8. Provide emergency and production level assistance to database application users and staff.
9. Conducts individual/small group training to end-users and technical staff in database use.
10. Prepares and maintains documentation of database system operations.
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Technology Operations or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with minimal supervision. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Abilities Required)

Must possess an Associate's degree in computer science or a related field and significant experience in database administration using Microsoft Server Operating Systems, Microsoft SQL, Sun Solaris, and Oracle DBMS; or any equivalent combination of education and experience to include industry certifications that provide the noted knowledge, skills, and abilities to perform the essential duties. Must have experience in implementing and maintaining database management systems and database system structures and server configurations.

Must have experience of database system performance monitoring/tuning; testing and restructuring; backup and recovery; analyze and resolve system problems related to database design and systems operations. Experience in database project planning and management (e.g., new installations, upgrades). Experience in writing system documentation, system specifications, system requirements, project plans, presentations, correspondence, studies, reports, and training materials. Must possess the ability to diagnose/resolve database problems. Must possess skills in the use of the instruments and tools of the trade. Must possess the ability to interpret and apply technical manuals, reference materials in support of assigned systems and explain technical concepts to both technical and

non-technical staff. Must possess the ability to prioritize tasks in order of importance; work independently and as a team member; and establish and maintain effective working relationships with departmental peers, specialist, and all customers served. Must possess a valid Virginia driver's license with a good driving record

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties are performed in the central office and at schools. While performing the duties of this job, the employee is occasionally exposed to various lighting conditions, dust and pollen, regular automobile traffic conditions while driving to/from work sites, electrical shock and toxic/caustic chemicals.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel; and talk and hear. The employee is occasionally required to drive; stand; walk; climb; balance; bend; stoop; kneel; twist/turn; push/pull up to fifty (50) pounds; lift/move up to twenty (20) pounds for at least 35 feet. Specific vision abilities required by this job include color vision, close vision, distance vision, night/dusk vision and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment, centralized computer rooms, on-site locations and outside in the open environment. While performing the duties of this job, the employee is occasionally exposed to various lighting conditions; moving mechanical parts; high precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level is usually moderate and occasionally loud when performing duties in centralized computer rooms.

Supervision Exercised: None

Supervision Received: Supervisor of Technology Operations

This job description in no way states or implies that these are the only duties to be performed by this employee. The Database Administrator I will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Technology Operations or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 01/19 CR