Classification Specification for Unclassified Service

**Title:** Database Administrator Lead

**Pay Scale Group:** 72 D

**Essential Function**

Under general supervision from a designated administrator, responsible for integrating systems, creating, modifying or developing databases to include set-up and monitor tables, indexes, views, triggers, table spaces, fragmentation issues, monitoring processes, referential integrity, security, performance tuning and sizing.

**Characteristic Duties**

Structure and implement (moderate to highly complex) databases to optimize data access and security;

Design database systems and programs which include access methods, access time, file structure, device allocation, validation checks, and statistical methods;

Work with user community to understand data access and integration needs; support client/server database access tools; provide consultation to programmers on relational database design;

Ensure the integration of systems through the database structure; ensure data and its sources are accurate and easily accessible to the user community; develop assigned databases to support specific applications; conducts file maintenance, set-up and monitor tables, indexes, views, triggers, table spaces, fragmentation issues, monitoring processes, referential integrity, security, performance tuning and sizing;

Monitor database standards and procedures, systems usage and performance; troubleshoot and resolve database problems; conduct virus avoidance procedures; oversee vendor software fault resolution; develop benchmarks for testing new software releases; completes database upgrades and patch maintenance;

Monitor, analyze, and verify data to ensure data integrity; run checks on data integrity; maintain data security and integrity by developing system access standards and procedures;

Maintain the database archives by acquiring and installing data sets and documentation; design data storage capacity to provide for efficient and timely response and operating time; calculate data storage media and cost alternatives; specify sources and methods of data storage; manage database organization and data storage; plan for efficient allocation of system storage capacity; develop system backup and archival methodology; develop and administer disaster recovery plans;

Assist in data transfers or sharing of files; assist in development of policies and procedures to access or interact with remote resources;

Position may also develop specifications and requirements for the optimal integration of systems which may include applications, databases, networks, and related systems;

Install, structure, tune, and maintain database management systems and software on mainframe and/or mini-computers;

Serves as an expert resource to others; serve on committees and projects;
May have 20% of their effort in research or teaching in a college unit which requires a combination of in-depth subject matter expertise and excellent communication and presentation skills with the ability to explain difficult technical material clearly and patiently; serves as a technical or team lead by providing guidance and direction to other analyst; responsible for reviewing and inspecting the work of other analysts;

Other related duties as assigned.

**Minimum Qualifications**

Master’s degree in Computer Science, Information Technology, Computer Engineering, or a relevant degree and seven (7) years related experience -OR- a Bachelor’s degree with five (5) years’ experience –OR- an Associate’s degree with six (6) years’ experience; -OR- nine (9) years’ experience. Experience and/or training include advanced level experience. Possesses broad and deep knowledge of own area and related areas and contributes advanced knowledge, skill, and expertise.