

**CLASS TITLE: DATABASE ADMINISTRATOR I**

**BASIC FUNCTION:**

Under the direction of the Assistant Director of Information Technology, perform database, application server and enterprise software management related activities necessary to support operational and instructional systems.

**DISTINGUISHING CHARACTERISTICS:**

The Database Administrator I performs duties related to the administration of database systems, application servers and enterprise software systems. The Database Administrator I receives instruction and assistance from the Database Administrator II and is fully aware of the operating procedures and policies of the Information Technology department.

**REPRESENTATIVE DUTIES:**

Manage database systems including database storage, user access and security, procedures, tools for access, and the tuning of the databases to ensure on-going operation and access

Assist in the design, development, documentation and prioritization of strategies and architecture for supporting KCCD's database and application server infrastructure

Assist in the design of and implement and maintain backup and recovery procedures for KCCD's database systems, application servers and enterprise software systems

Manage application servers

Coordinate and project manage database system and application server upgrades

Assist in the development, documentation and implementation of appropriate database systems standards, policies, and support procedures

Collaborate with the Systems Administration team on server infrastructure design, layout and implementation as it relates to database systems, application servers and enterprise software systems

Monitor database and application server performance and implement appropriate tuning changes

Research and implement IT security measures and solutions required to keep KCCD's database systems and application servers secure

For a variety of enterprise software systems, evaluate release dependencies, set up test environments, coordinate upgrades with the Operations and System Administration teams and complete the installation of new software, upgrades and patches

Provide support and assistance to Operations team in the design, development, testing, tuning and implementation of enterprise applications and systems

Analyze system failures and take appropriate action to bring system back on-line

Participate in the evaluation and selection of vendor products and services

Backup other team members on as needed basis in the support of KCCD's database and application server infrastructure

Keep current with the latest developments in database and application server technologies

Perform related duties as assigned

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Oracle, MS SQL and MySQL Server database administration

Oracle and Tomcat Apache Application Server administration

Database and Application server management best practices and tools

Installation, configuration and management of database and application server infrastructure

Database and application server troubleshooting and problem resolution

SQL Programming including PL/SQL coding

Software installation, patching and integration

Unix and Windows operating systems

Server, storage and network infrastructure and relationship to database systems, application servers and the enterprise software systems they support

Effective customer service skills and practices

### **ABILITY TO:**

Manage multiple database and application servers in a highly complex integrated environment

Maintain data integrity of databases

Develop SQL statements, procedures and functions

Plan, organize, coordinate and implement projects

Assess software system requirements and determine compatibility requirements for database systems, application servers and related systems

Identify problems, and develop logical conclusions and effective solutions

Continuously update personal knowledge of database system and application server technologies

Learn new skills and adapt to changes in technology

Communicate clearly and concisely, both orally and in writing

Establish and maintain cooperative-working relationships

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate’s degree and two years of increasingly responsible experience in database and application server management.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Evening or variable on-call hours, including weekends and holidays.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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|----------|----|--|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>2</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>1</u> | h. | Ability to lift <u>50</u> lbs.   |
| <u>1</u> | I. | Ability to carry <u>50</u> lbs.  |
| <u>4</u> | j. | Ability to operate office equipment, computer or related peripherals.                      |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*