

**CLASS TITLE: DATABASE ADMINISTRATOR II**

**BASIC FUNCTION:**

Under the direction of the Assistant Director of Information Technology, provide technical leadership, coordination and planning in support of KCCD's Database and Application server infrastructure including physical and logical design, installation and configuration, performance tuning, backup and recovery, security and data integrity. Lead the ongoing assessment, standardization, and modification of KCCD's enterprise Database and Application server infrastructure, management software tools and framework, and associated configuration management practices.

**DISTINGUISHING CHARACTERISTICS**

The Database Administrator II is the senior level Database Administrator supporting core database and application server infrastructure and provides leadership for the DBA Services team. The Database Administrator II receives only occasional instruction or assistance, as new or unusual situations arise, and is fully aware of the operating procedures and policies of the Information Technology department. The Database Administrator II is accountable for the Database Services team following established processes, standards and best practices.

**REPRESENTATIVE DUTIES:**

Serve as the senior level database and application server professional supporting core database and application server infrastructure district wide

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

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

Manage application servers

Lead the design of and responsible for the implementation, maintenance and monitoring of backup and recovery procedures for KCCD's database systems, application servers and enterprise software systems

Coordinate and project manage database system and application server upgrades

Automate, innovate and standardize hardware, software and support practices to continually improve the effectiveness of Database Administration Services

Lead the development of and document, implement and ensure adherence to 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 KCCCD'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 support of KCCCD'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:**

Expert level knowledge of Oracle database administration

MS SQL and MySQL Server database administration

Expert level knowledge of 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

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

Principles of effective project management

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 complex 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

Effectively interact and negotiate with vendors

Effectively prioritize and execute projects

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

Prepare work plans and time lines for projects and proposed systems.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in information technology or a related field and five years of increasingly responsible experience in in database and application server management. Senior Oracle database and application server management experience is preferred.

**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>3</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>3</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.   |

- 1 i. Ability to carry 50 lbs.
- 4 j. Ability to operate office equipment, computer or related peripherals.
- 1 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.*