TITLE:	Database Administrator	**CLASSIFICATION:**	Non-Represented Management, Classified
SERIES:	Coordinator III	**FLSA:**	Exempt
JOB CLASS CODE:	1972	**WORK YEAR:**	12 Months
DEPARTMENT:	Technology Services	**SALARY:**	Range 13 Salary Schedule A
REPORTS TO:	Assigned Supervisor	**BOARD APPROVAL:** **HR REVISION:** **CABINET REVISION:**	12-13-10 04-18-13 10-02-15

BASIC FUNCTION:

Serve as a technical database administration expert; coordinate the development, installation, implementation,
 -based applications and tools,
databases, operating systems, and related software for district servers; responsible for the selection, development, deployment, utilization, access, integrity, and security of/to a variety of database management systems; coordinate assigned activities with other departments.

DISTINGUISHING CHARACTERISTICS

Database Administrator is distinguished from other staff by the overall responsibility for system integration, design, development, and administration. A Database Administrator performs advanced professional and technical duties in the planning, design, and implementation of systems, applications and databases to integrated data systems,

associated systems and system integration tools, including the development of: (a) logical and physical data models, (b) ETL scripts, (c) metadata definitions and models, queries, and reports, and (d) operations activities. **E**

Develop specifications, design, and implementation of database queries, scripts, views, tables, and structures; provide database monitoring, performance tuning, troubleshooting, query development, replications, data mining, and data warehousing. **E**

Lead, oversee, and participate in determining data elements and structures that need to be accessed and extracted, moved and loaded, validated and cleaned, and standardized and transformed; use data integration tools to support all these processes, and make it possible to execute the rules created in the design phase of data warehousing. **E**

resolve data integration and reporting problems; provide information, technical direction, and training to staff on activities required to implement projects, upgrades, new procedures, and techniques. **E**

Coordinate review of the technical environment to evaluate, measure and maximize system performance, security, availability and effectiveness; utilize management software and tools to monitor and analyze data mart and data warehouse operations; analyze capacity and growth requirements, and recommend systems, system upgrades and enhancements to meet long-term district needs; develop and recommend specifications for network hardware and software enhancements. **E**

Define database items, structures, and relationships, including redundancy; develop, maintain, and provide district specific documentation including data standards, policies, procedures, designs, and definitions for the data dictionary (metadata). **E**

Recommend and coordinate with staff and vendors on the design, documentation, implementation, maintenance,

lift light objects; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

HEALTH BENEFITS: District   -offered plans.