

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Database Administrator I

Reports to: Application Development Manager; Information & Technology Services

POSITION SUMMARY

Provides database administration expertise to District stakeholders utilizing Oracle and SQL Server database applications.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 40% Monitors and tunes applications and databases for performance. Monitors table space and index usage on Oracle and SQL Server databases. Implements security policies for database access.

- D 10% Provides technical assistance to developers. Participates in development of processes and procedures to improve database productivity during design, implementation and migrations.

- D 10% Maintains understanding of current industry standards, innovative strategies for improvement, and improvements in technology.

- M 10% Provides databases required to support production and test environments. Installs patches, upgrades, and changes to all systems. Creates database clones as required.

- M 10% Participates in high level planning of capacity, implementation, security, backup & disaster recovery, data storage and hardware requirements for all ITS data systems.

- Q 10% Develops and maintains documentation for utilization of database administration tools, schedules, and hardware/software maintenance to support Information Systems.

- M 5% Reviews new application patches and releases, identifies user impact, schedules downtime required for implementation, and monitors application performance, availability, and functionality results. Determines necessary changes to system requirements.

- D 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Computer Sciences, Management Information Systems or related field of study, or equivalent experience and training.

MINIMUM EXPERIENCE

Two years experience in UNIX and/or Linux System Administration, including shell scripting, networking, network backup software, disaster recovery planning, and installation, upgrade and maintenance.

Two years experience Oracle and/or SQL Server database technology and administration, including installation and upgrade procedures, application and database tuning, backup and recovery, and clustering. Experience with networking tools, server maintenance, various client architectures, and daily general administration and user security of the database.

Two years experience with SQL statement tuning, as well as development experience with a SQL procedural language.

SKILL REQUIREMENTS

Unix, Linux, Windows Operating Systems
Excellent verbal and written communication skills and project management skills
Strong organization, analytical, and prioritizing skills
Basic knowledge of web technologies and current products
Knowledge of SQL Server database administration
Knowledge of clustering technologies
Knowledge of Oracle E-Business Suite

GENERAL EXPECTATIONS

Has a customer-service orientation
Able to work under high stress conditions, including frequent emergency information service requests requiring over time commitments
Able to work with minimal supervision
Able to keep current with evolving technologies applicable to business & a K-12 school environment
Able to work cooperatively with administrators and co-workers
Able to understand and follow complex oral and written instructions
Able to effectively communicate with the school district community
Maintain a generally positive attitude
Observe all District policies and procedures

LICENSES OR CERTIFICATION – Valid Colorado Driver’s License

ESSENTIAL ENVIRONMENTAL DEMANDS - Mostly clean and comfortable

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional travel throughout 900 sq mi school district, requiring personal vehicle
Occasional lifting of 10 -20 pounds
Frequent bending, stooping, walking, crawling, standing, kneeling, squatting, reaching, and sitting

SUPERVISORY DUTIES – None

WAGE SCHEDULE – Prof/Tech Range 3

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.