

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Database Administrator II**

Reports to: Application Development Manager; Information & Technology Services

### **POSITION SUMMARY**

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

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- D 10% Set standards for database procedures and system backup and recovery. Implement and monitor data backup, storage and disaster recovery tasks.
- M 10% Participate in high level planning relative to capacity, implementation, security, backup & disaster recovery, data storage and hardware requirements for all ITS data systems.
- Q 10% Develop and maintain documentation for utilization of attached storage, database administration, and hardware/software maintenance to support Information Systems.
- D 10% Monitor and tune applications and database for performance. Set and implement security policies for database access.
- Q 15% Provide sufficient database instances as required to support production and test environments. Install patches, upgrades, and changes to all systems.
- Q 5% Review new application releases and identify user impact, schedule downtime required for implementation, and monitor application performance, availability and functionality results.
- D 10% Maintain Storage Area Network (SAN), including hardware, software and firmware. Install patches, upgrades, and changes to systems.
- D 10% Provide Unix system administration for servers running Oracle, including both hardware and operating system support. Install patches, upgrades, and changes to systems.
- Q 5% Advise and consult on projects outside the team and throughout the District.
- D 10% Maintain a current level of understanding related to industry standards, innovative strategies for improvement, and improvements in technology.  
5% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

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

## **MINIMUM EXPERIENCE**

Three years experience in UNIX and/or Linux System Administration (preferably HP-UX), including Korn shell scripting, kernel tuning, networking, storage administration, network backup software, disaster recovery planning, and installation, upgrade and maintenance.

Three years experience Oracle database technology and administration, including installation and upgrade procedures, application and database tuning, backup and recovery, and clustering. Oracle networking tools, Oracle Application Server setup and maintenance, client/server architecture, and daily general administration and user security of the database.

Three years experience with SQL statement tuning, as well as development experience with PL/SQL, Oracle Forms, and Oracle Reports.

## **SKILL REQUIREMENTS**

Unix, Linux, Windows Operating Systems

Knowledge of Oracle E-Business Suite

TCP/IP, and HTML, preferred

Excellent verbal and written communication skills and project management skills

Strong organization, analytical, and prioritizing skills

Basic knowledge of Oracle web technologies and current products

Knowledge of SQL Server and clustering technologies

## **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 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 5

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.