

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DATABASE ADMINISTRATOR
AUTHORIZED POSITION: CLASSIFIED
ASSIGNMENT LOCATION: DISTRICT OFFICE

BASIC FUNCTION: Support the relational databases on the various computer platform environments. Assist in the development, creation and maintenance of relational databases for present and future requirements. Recommend and maintain security measures for the database environment.

DISTINGUISHING CHARACTERISTICS:

The incumbent in this position is responsible for moderately complex projects with general supervision provided by the appropriate manager. Knowledge of database management theory and practice is reasonably extensive, and understanding of database concepts is critical.

REPRESENTATIVE DUTIES:

Maintain databases according to internal guidelines and requirements specified by the database vendor. (E)

Design, develop, and implement new virtual environments based on virtualization technologies. (E)

Design logical and physical databases. Coordinates database development as part of project team, applying knowledge of database design standards and database management system. (E)

Administer access security to database tables including: add/delete users; control database login passwords; authorization access to tables and procedures as defined by staff positions. (E)

Establish and maintain data backup procedures for all databases and application files. (E)

Support data analysis staff by developing and maintaining additional database tables and ad hoc data tables. (E)

Act as primary UNIX System Administrator and perform routine UNIX Systems Administrator tasks. (E)

Perform regular database system performance monitoring and troubleshoots and resolves database-related problems. (E)

Review project requests describing database user needs. Estimate time and costs required to accomplish projects. Attend specification meetings with project team workers to determine scope and limitations of project. (E)

Review and recommend definition of data as defined in data dictionary (information about data, including name, description, source of data item, and key words for categorizing and searching for data item descriptions. (E)

Maintain routine contact with the software vendors to keep the databases up-to-date with new and/or updated data and system and application software. (E)

Determine and enter changes to data dictionary descriptions, including type, structure and intended use of data within system. (E)

Develop data model describing data elements and how they are used. Create description to enable programmer-analysts to understand how programs should access data. (E)

Write description of how user accesses data, referred to as logical database. Write physical database description, such as location, space requirements, and access method to protect data resources against unauthorized access and accidental destruction. (E)

Perform related duties as assigned. (M)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Database concepts, designs and processing, techniques
Database administration, maintenance, and security
Virtualization methodologies, performance, and management
Principles of systems, program design, and implementation
Documentation techniques
Principles of operating systems

ABILITY TO:

Design, implement, and maintain databases
Administer and control database access and security
Administer operating systems
Work with users to design and implement database tables, elements, standards and create supporting documentation
Work as a team member and support team decisions

EDUCATION AND EXPERIENCE: Any combination to - Bachelor's degree in Computer Science or related field and four years experience in data processing with one year of database administration.

Work experience may be substituted for education, i.e., two (2) years of work experience equates to one (1) year of education.