



Job Description
Prepared/Revised: **January 2024**

Job Title: **Database Administrator, Senior**
 Job Family: **Non-Certified**
 Pay Program: **IT Administrative**
 Typical Work Year: **12 months**

Job Code: **090318**
 FLSA Status: **Exempt**
 Pay Range: **L15**

SUMMARY: Responsible for installation and upgrades of Microsoft SQL database software and supporting products. Supports MSSQL database environment both onsite and in the cloud (Azure). Proficient in HA/AG/replication technologies and able to contribute to disaster recovery plans for the district. Responsible for supporting all database platforms in the district. On call 24/7 in case of incidents. Creates and manages multiple databases, across multiple servers through the use of district information technology systems. Maintains databases up to current security standards. Performs database administration tasks including daily monitoring, tuning, diagnosing, and resolution of problems with the database and its performance. Develops and maintains a backup and recovery strategy for all databases. Responsible for code promotion and review within the TFS environment. Creates scripting to automate repeatable tasks not provided by vendors. Provides necessary data reporting for district, state and federal requirements. Establishes standards and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Installs, licenses, configures, and maintains Microsoft SQL server databases, including software and system updates in production, DEV and TEST.	D	40%
2. Troubleshoots and resolves database issues in a mission critical environment 24/7.	D	15%
3. Performs capacity planning, data sizing tasks and data modeling functions through the use of district information technology systems.	W	5%
4. Provides code review of SQL based scripts prior to promotion to production. Works with developers to ensure performance and standards in SQL Scripting are upheld.	W	5%
5. Plans, implements, and maintains security for sensitive data at the database level.	M	5%
6. Generates complex queries and reports through the use of district information technology systems.	W	5%
7. Creates stored procedures and develops SQL code for various projects. Creates scripting to automate repeatable maintenance tasks.	W	5%
8. Generates data reporting for district, state and federal requirements using district information technology systems.	M	5%
9. Evaluates new database solutions and identifies future technologies to be implemented around database management.	M	5%
10. Develops, maintains and tests a backup and recovery strategy for all databases. Develops disaster recovery plan for district databases	Q	9%
11. Performs other duties as assigned.	Ongoing	1%
Total		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in related content. Four (4) additional years of similar and relevant experience may be substituted for this requirement.
- Minimum of six (6) years of experience in DBA with Microsoft SQL server. Current experience with the latest versions of SQL Server.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent understanding of the SQL server architecture, licensing, administration, security and clustering (both on premises and in the cloud)

- Understanding of Windows Server operating systems
- Expert knowledge of advanced SQL query techniques in addition to experience with automating export/import tasks using DTS/SSIS
- High level of experience in systems analysis and programming methodologies
- Extensive knowledge creating and implementing Stored Procedures and SQL coding
- Solid knowledge in query, index and Database IO performance tuning
- Excellent understanding of Database design principals
- Knowledge of XML concepts and deployments in a database environment
- High level of experience in backup and recovery of database systems
- Experience in replication AG/HA processes.
- High level of analytical and problem solving skill.
- Experience with leading edge technologies
- Good communication and interpersonal skills
- Ability to promote and follow Board of Education policies, District policies, building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- PC and related software applications.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Advanced knowledge of servers, mainframes and networks.
- Familiarity with general office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Enterprise Systems & Data Services	090529

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	