

Sam Houston State University Human Resources

Staff Classification Description – Database Administrator I

Skill Category: Professional
Position (Employee) Class: 3N460 (E1)
Grade: 14
Date: 10/2011

Department: Computer Services

Educational & Experience Requirement: Bachelor's degree with a major in computer science or related field from an accredited institution. One year relevant experience in directly related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: To provide skilled database analysis, design, and programming using a variety of database management systems. Perform moderately complex database administration work.

Supervision Given & Received: Usually works under general supervision. May supervise student employees. May assist in leading team projects involving two or more department staff.

Primary Responsibilities: Perform database performance monitoring and implement efficiency improvements. Design and implement procedures necessary to save and recover databases from hardware and software failures. Utilize stored procedures to centralize core business logic. May assist in writing and maintaining specifications and security policies. Performs other related duties as assigned.

Other Specifications: Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department and workgroup. Implements complex policies affecting the departmental level. Work requires a moderate level of judgment and reasoning to solve problems. Work requires attention to detail as errors may be serious.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.