

## Sam Houston State University Human Resources

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### Staff Classification Description – Database Administrator III

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N462 (E1)  
**Grade:** 18  
**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. Five years 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 highly complex database administration work.

**Supervision Given & Received:** Usually works with general direction. Supervise student employees. Lead 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. Assist in developing standards and procedures for database administration staff. Write and maintain specifications and security policies. May assist with training others. Performs other related duties as assigned.

**Other Specifications:** Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department or workgroup, and throughout university with professional staff. May interpret and implement complex policies affecting the department level. Work requires a high level of independent judgment, initiative, and sound reasoning to solve department and division problems. Work requires attention to detail as errors may be potentially 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.**