

Sam Houston State University Human Resources

Staff Classification Description – Database Administrator IV

Skill Category: Professional
Position (Employee) Class: 3N463 (E1)
Grade: 20
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. Six 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. Perform highly advanced database administration and/or managerial work.

Supervision Given & Received: Usually works with minimum direction. Supervise student and/or full-time employees. Lead team projects involving two or more department staff. Perform managerial tasks.

Primary Responsibilities: Develop standards and procedures for database administration staff. Write and maintain specifications and security policies. Perform database performance monitoring and implements 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. Work involves planning, scheduling, and assigning database projects; coordinating programming or database projects. May plan, assign, and/or supervise the work of others. Train 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, throughout university with managerial and executive staff, and with outside vendors. Interprets, writes, and implements complex policies affecting the university level. Work requires critical judgment, high level of initiative, and complex reasoning to solve division and university problems. Work requires attention to detail as errors will 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.