UNIVERSITY OF SOUTHERN CALIFORNIA

Database Administrator, Sr.

Job Code: 165837

Grade: TK
OT Eligible: Yes
Comp Approval: 3/26/2012

JOB SUMMARY:
Manages complex databases through use of database software to store, organize and manage information. Creates, maintains, tunes, optimizes and audits data in complex databases. Backs up data on a regular basis. Maintains data security. May lead junior database administrators.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

--- --- Plans, designs, develops and implements databases of high complexity. May lead junior database administrators.

--- --- Develops models, structures, strategies, and timetables for integrating multiple relational databases, including data stored in existing on-site and off-site databases or data managed in Access or other non-enterprise quality databases.

--- --- Works with developers to refine systems and applications that use the databases. Anticipates and accommodates future technical and programmatic needs.

--- --- Provides strategic planning, project coordination and the anticipation of existing and future program and technology needs for a variety of educational, administrative and/or research data.

--- --- Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Implements physical database design including development of scripts and maintains testing environments.

--- --- Converts data between databases of various levels of sophistication (e.g., MySQL, MS-SQL, Oracle, Sybase, etc.). Participates in the planning and creation of database applications.

--- --- Formulates and describes appropriate statistical methods. Develops statistical analysis, reports and programming strategies that interpret, analyze and synthesize information from a variety of data sources. Prepares reports that summarize the analysis of data. Interprets findings and provides conclusions and recommendations.

--- --- Provides ongoing administration and refinement of data. Installs databases, performs configuration, performance tuning, and database management duties. Develops, implements and manages database models, security procedures, optimal queries, database access, logins and permissions. Performs database upgrades and the application of patches.

--- --- Analyses and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities.

--- --- Collaborates with others to test complex applications utilizing database management software and/or programming software.
Advises and consults on complex analysis and database problems, and other projects as required.

Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  

Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor’s degree

Minimum Experience:

3 years

Minimum Field of Expertise:

Expert knowledge of complex relational database applications and database design. Thorough understanding of database structures, theories, principles and practices. Expertise with MySQL, MS-SQL, Sybase, and/or Oracle databases. Experience with high-level Web and other programming languages such as: HTML, Java, JavaScript; .NET; SAS, SPSS; Excel. Experience with managing multiple complex projects. Good analytical and problem solving skills. Demonstrated ability to work independently and collaboratively. Strong oral and written communications, technical, planning and organizational skills.

Preferred Experience:

5 years

Skills:  Administrative:

Customer service
Gather data
Input data
Maintain records
Prioritize different projects
Relevant programming languages
Research information
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Teaching/training

Skilled in:

Applications/systems development methodologies
Business requirements tools and techniques
Database administration and management
Database and application security
Database design tools and techniques
Database programming
Incident/problem management
Project management tools and techniques
Quality assurance/testing methods, tools and techniques
Software design tools
Technical documentation
Technical training and instructional design
Troubleshooting
Web scripting and programming languages

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May lead one or more employees performing similar work.
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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