



DATE ISSUED: 08/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Database Administrator

JOB SUMMARY

The Manager of Database Administrator's role is to design, install, monitor, maintain, and performance tune production databases and storage area network while ensuring high levels of data availability. This individual is responsible for developing, implementing, and overseeing database policies and procedures to ensure the integrity and availability of databases and their accompanying software. This individual is also responsible for managing and supervising junior team members.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Technology Infrastructure

Supervises: As assigned

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assess and develop long-term strategic goals for production databases in conjunction with data owners and department managers.
- Works with application development staff to develop database architectures, coding standards, and quality assurance policies and procedures.
- Designs and implements redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets.
- Conducts research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.
- Creates models for new database development and/or changes to existing ones.
- Installs and configures relevant network components to ensure database access as well as database consistency and integrity.
- Responds to and resolve database access and performance issues.
- Monitors database system details within the database, including stored procedures and execution time, and implement efficiency improvements.

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- Monitors, optimizes and allocates physical data storage for database systems.
- Plans and coordinates data migrations between systems.
- Develops, implements, and maintains change control and testing processes for modifications to databases.
- Creates, or supports creation of, required reports in response to business user needs.
- Performs database transaction and security audits.
- Establishes appropriate end-user database access control levels.
- Develops routines for end users to facilitate best practices database use.
- Designs redundant systems and policies for disaster recovery and archiving to ensure effective protection and integrity of storage appliances and stored data assets.
- Develops procedures for backups and restores, as well as monitor the performance, success, or failure of these tasks.
- Maintains current knowledge of storage-related laws, trends, and issues, including current and emerging technologies and best practices. Develop strategies and policies to ensure best-practice based regulatory compliance and reduce the enterprise's legal exposure.
- Establishes strategies for storage consolidation, centralization, and optimization to reduce downtime and costs while improving security and storage performance.
- Manages and/or provides guidance to junior members of the team.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis. Oracle Certified Professional DBA (OCP) certification preferred.

EXPERIENCE

Seven years job related work in computing and/or communications, education environment highly preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - *The following are essential:*

Knowledge:

- Strong understanding of database structures, theories, principles, and practices.
- Working technical experience with designing, building, installing, configuring and supporting database servers.
- Hands-on database tuning and troubleshooting experience.
- Experience with data processing flowcharting techniques.
- Project management experience.
- Good understanding of the organization's goals and objectives.
- Knowledge of applicable data privacy practices and laws.
- In-depth understanding of storage architecture design techniques, theories, principles, and practices.
- Solid experience architecting enterprise storage, archival/backup, and DRP systems with a broad spectrum of storage technologies
- Team management experience.

Skills Required:

- Methods for cost estimation and risk analysis
- Prototyping procedures
- Requirements gathering
- Case tools and integrated development systems
- Code libraries including third party libraries
- Documentation systems and knowledge database
- Profilers and logical analyzers
- Source code control
- Creation of forms and reports
- Data flow and data structure modeling
- Database concepts including tables, data types, instances, fields, connection strings, and records
- Relational, hierarchical and object oriented database architectures and structure
- Stored procedures
- Conflict Resolution
- Financial Analysis
- Storage Area Networking (SAN)
- Oracle eBusiness Suite
- Leadership
- Strong interpersonal, written, and oral communication skills.
- Ability to present ideas in user-friendly language.
- Highly self-motivated and directed, with keen attention to detail.
- Proven analytical and problem-solving abilities.
- Able to effectively prioritize tasks in a high-pressure environment.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment.
- Strong technical documentation skills.

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- Ability to conduct research into database issues, standards, and products as required.

Highly Preferred:

- Managing without Authority
- Mentoring
- Preparing and administering performance reviews
- Project management software tools.
- Risk analysis

Ability to:

- Operate on independent judgment based on an understanding of organizational policies and activities.
- Establish and maintain effective work relationships with students, faculty, staff, and the public. Communicate effectively orally, by phone, in person, and in writing.
- Represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.