

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Enterprise Database Administrator  
Code: 17509  
Salary Grade: 64  
FLSA Status: Exempt  
Department/Division: OIT - Application Development & Support  
Reports To: Director, Applications Development and Support

---

## *Summary*

- Function: Under minimal supervision and with limited and considerable latitude for the user of initiative and independent judgment , coordinates physical changes to computer database; codes, test, and implements physical database
- Scope: Responsible for administering, supporting, and maintaining university database systems and associated applications.

## *Duties*

- Typical:
  1. Support departmental operations in a high-throughput production environment by proactively managing the performance, optimization, integrity, and security of institutional database and systems like SIS.
  2. Functions as the technical lead in advising management on matters pertaining to university database and technologies to support the university's faculty, staff and student. Confers with and advises users of various database.
  3. Setup, monitors, and maintain disasters recovery solutions for enterprise productions database.
  4. Architect, manages, tests, and provides support to multiple enterprise wide database system and applications
  5. Design, create, install, and maintain highly available and secure enterprise database instances to include database architecture, database backups creation of databases and database objects such as tables, indexes, views, triggers, ad stored procedures to support enterprise level application like Student information System
  6. Codes database description and specifies identifiers of database to database management system to direct other in coding database description
  7. Maintain reliability of database by developing and implementing standards and/or process for database maintenance, documentation and configuration

8. Ensures database re monitored and appropriate measures/actions taken to ensure the integrity of the database to include security and privacy issues
9. Modifies database programs to increase processing performance, referred to as performance tuning
10. Responsible for planning pertaining to database environment to include database capacity planning, processing, capacity, storage capacity, backup, capacity, future needs/requirements. Projects long-range requirements for data base administration in conjunction with other managers in the information systems function as well as business function managers.
11. Works as a member of the technology team to assist in providing maximum availability and support of information technology systems
12. Assists with the timely completion of the database project and within estimated cost.
13. Assist with consultation on server design: coordinates changes to server applications, assist with the successful upgrade and implementation of existing and emerging technologies in database environment
14. Schedules and performs installation and upgrades of enterprise level databases and applications and maintains them in accordance with established Information technology policies and procedures
15. Conducts routine audits of enterprise databases and systems to ensure compliance with established standards, polices and configuration guidelines
16. Create and maintain documentation pertaining to the university database environment.
17. Provide other duties as assigned.

- Periodic:

1. Provide On Call Support

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from four year college or university within area of assigned responsibility.	N/A
Technical training and/or experience may be substituted for a degree on a year for year basis.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Proficiency with systems design, programming and scripting is required.	N/A
Ability to program system support tasks in C Java, Perl, batch/shell, Power Shell or other general purpose programming language;	

perform complex performance analysis including databases and system processes.	
--	--

***Experience***

<b>Required</b>	<b>Preferred</b>
5 or more years of experience working/administering enterprise level databases like Oracle and MSSQL and systems like Student Information System, Appworx, and Xtender.	Experience acting as a technical lead in enterprise level database administration and/or design.

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Work performed in an office environment with occasional work in a data processing environment. The noise level in the work environment is usually moderate.	Occasional travel may be required.
While performing the duties of this job, the employee is regularly required to sit and talk or hear.	The employee is occasionally required to stand or walk. The employee must occasionally lift and move up to 40 pounds.

***Supervision***

<b>Received</b>	<b>Given</b>
Limited supervision received from Director, Application Development and Support.	May supervise assigned staff
Oversight and direction received from Senior Enterprise Database Administrator.	

***Accuracy***

Proficiency in all phases of the duties performed.
--

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
---

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.