**RIS Lead Systems/Database Engineer Standard Job Description**

**Classification Title:** RIS Lead Systems/Database Engineer

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Minimum Pay:** $99,021.60

**Job Description Summary:**

The RIS Lead Systems/ Database Engineer, under general direction, serves as technical lead for data management, database, systems, and cloud administration systems or services for the Research Information System (RIS) using systems engineering principles. Responsible for leading the architecture and engineering of cloud-based systems and coordinating the technical activities of a data management and systems administration support team

**Essential Duties and Responsibilities:**

**40% Technical Leadership and Cloud Systems Management**

* Oversees the architecture and engineering of cloud-based systems.
* Coordinates the technical activities of a data management and systems administration support team.
* Provides technical guidance for design activities in complex, multi-platform environment databases and servers.
* Reviews and updates progress on the development and maintenance of complex infrastructure systems.
* Investigates and resolves enterprise-wide system-related issues.
* Provides technical oversight for compliance with technical standards.
* Coordinates and oversees the resolution of performance problems and execution of recoveries.
* Leads the implementation of plans for large hardware and software purchases.
* Coordinates the evaluation of new technologies and recommends solutions based on their applicability to client needs.
* Oversees the maintenance of system security and disaster recovery plans for protecting and recovering client data.
* Establishes relationships with key clients and vendors.

**20% System Operations and Database Management**

* Coordinates and performs operating system patching, upgrades, and monitors resource utilization.
* Manages database upgrades, monitors database performance, and tunes databases when necessary.
* Ensures the recovery environment remains in sync and ready to replace production systems.
* Coordinates and oversees database backup and cloning for development, training, test, and administrative instances.
* Monitors daily batch jobs and performs database backups as part of ongoing system maintenance.
* Manages RIS release deployments and issue management using Jira.
* Troubleshoots complex network and system problems and provides Tier III support.
* Coordinates the development of plans and specifications for complex database projects.

**10% Infrastructure and Security Oversight**

* Coordinates cloud network, firewall, and load balancer configurations.
* Monitors and resolves cloud, middle-tier, and performance problems across all systems.
* Reviews and ensures security compliance for system implementations and processes.
* Develops and enforces disaster recovery plans for complex systems.
* Reviews and updates yearly disaster recovery processes.
* Oversees the analysis of system logs and monitors problem management processes.

**10% Documentation, Reporting, and Training**

* Documents system support methods, procedures, and configurations for clients and technical staff.
* Completes project status reports, problem reports, and progress summaries for management and users.
* Participates in training and professional development initiatives to advance technical expertise.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience ​

**Required Experience:**

* Five years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 