**RIS Principal Systems & Database Engineer Standard Job Description**

**Classification Title:** RIS Principal Systems & Database Engineer

**FLSA Exemption Status:**Exempt

**Pay Grade:** 17

**Minimum Pay:** $118,825.92

**Job Description Summary:**

The RIS Principal Systems/ Database Engineer, under general direction, provides technical leadership and oversight for the deployment and delivery of enterprise-wide data management database, systems and cloud administration projects or services for the Research Information System (RIS) using established engineering principles. Responsible for establishing and developing technical standards for implementing these services. Serves as chair or senior member of a RIS team responsible for setting technical standards and direction.

**Essential Duties and Responsibilities:**

**40% Technical Leadership and System Oversight**

* Oversees design activities for enterprise-level systems.
* Approves design plans for enterprise systems.
* Oversees the evaluation of new technologies and provides technical recommendations to executive leadership.
* Establishes standards for the development of plans for new systems or upgrades.
* Coordinates the resolution of enterprise-level performance problems and executes system recoveries.
* Oversees input from clients, developers, systems administrators, and vendors to develop specifications and plans for enterprise systems.
* Establishes standards and processes for documenting system administration methods and security procedures.
* Establishes standards for documenting system problems, recoveries, and repairs.
* Oversees system deployments and integration testing.
* Reviews and approves plans for installation and testing of all systems.

**20% System and Database Maintenance**

* Oversees the maintenance and upgrade of enterprise systems.
* Troubleshoots and repairs systems and databases.
* Coordinates performance monitoring activities for enterprise systems.
* Monitors and tunes database performance as needed.
* Oversees the installation, configuration, and upgrades of system and database hardware and software.
* Coordinates disaster recovery processes and ensures systems are always in sync with recovery environments.
* Reviews, tests, and updates yearly disaster recovery procedures.

**10% Staff Management and Development**

* Supervises subordinate staff.
* Mentors and trains staff members on technical skills and system administration processes.
* Coordinates professional development activities for team members.
* Schedules and delegates routine assignments to subordinate employees.

**10% Collaboration and Stakeholder Relations**

* Manages relationships with key stakeholders, including clients, vendors, and internal teams.
* Communicates project status, issues, and progress through regular reports and summaries to management and users.
* Works closely with architects and developers to formulate system and database solutions.

**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:**

* Seven 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**