 **Database Administrator I Standard Job Description**

**Classification Title:** Database Administrator I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 70

**Job Description Summary:**

The Database Administrator I, under general supervision, performs routine data management and administration support functions.

**Essential Duties and Tasks:**

**35% Database Design and Maintenance**

* Assists with database design activities, installations, and testing.
* Maintains and upgrades databases.
* Monitors database performance; assists with resolving performance problems and executing recoveries.
* Helps troubleshoot and repair databases.
* Assists with the development and maintenance of documentation supporting the daily maintenance of database systems.

**25% Security and Recovery Support**

* Monitors and maintains database security; provides protection and recovery support for client data.
* Validates database backups and assists with disaster recovery preparation.
* Assists with the creation of various reports using SQL and other reporting tools.
* Works with staff to review SQL and host language programs; recommends changes for optimization.
* Ensures all work is accurate and in compliance with departmental or project quality standards.

**20% Client and Vendor Relations**

* Establishes relationships with key clients and vendors.
* Meets with clients and technical staff to determine information needs and requirements.
* Provides customer service functions; answers questions on databases and attends meetings to discuss requirements.
* Serves on committees to develop technical standards and direction.
* Participates in training and professional development sessions; pursues a self-directed continuing education plan for improving competencies applicable to job goals.

**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:**

* Two years of related experience in database architecture and administration.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Must be able to work in a collaborative team environment.
* Excellent communication and customer service skills.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of intermediate troubleshooting, client relations, ingenuity, formulating and contributing ideas, and Information Technology Infrastructure Library (ITIL).

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.
* 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**