 **Database Administrator III Standard Job Description**

**Classification Title:** Database Administrator III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 72

**Job Description Summary:**

The Database Administrator III, under direction, serves as technical lead for data management and administration projects or services. Provides technical oversight for the application of and compliance with technical standards. Coordinates the technical activities of a data management and administration support teams. Completes reports and summaries for management and users including project status reports, problem reports, and progress summaries.

**Essential Duties and Tasks:**

**35% Database Design and Maintenance**

* Implements design activities for complex, multi-platform environment databases, and reviews database design plans.
* Implements installations and tests for complex multi-platform environment databases, database management systems, and related systems.
* Coordinates the maintenance and upgrades of databases.
* Coordinates database performance monitoring activities.
* Troubleshoots complex database problems.

**25% Security and Recovery Support**

* Oversees the maintenance of system security for protecting and recovering client data.
* Coordinates and oversees the resolutions of performance problems and the execution of recoveries.
* Helps coordinate and monitor the problem management process including backup support.
* Documents database problems, recoveries, and repairs.
* Reviews the accuracy of documentation of database administration methods and security procedures.

**20% Client and Vendor Relations**

* Provides technical oversight for the development of plans for new databases or upgrades; facilitates input from clients, developers, systems administrators, and vendors to develop specifications and plans for large and complex databases.
* Coordinates the evaluation of new technologies; makes recommendations based on the evaluation of new technologies for their applicability to clients’ needs.
* Consults with clients and stakeholders to gather and analyze business requirements for designing database reports, objects, and storage.
* Establishes business relationships with both internal and external clients.
* Attends meetings, answers questions, and provides technical guidance and/or training to clients to ensure the success of databases and database applications.

**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 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**