

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Database Administrator	SALARY GRADE:	HU-14
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2704	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to perform database administration in support of the department or school, involving considerable responsibility, complexity and variety to maximize the performance of systems and operational processes taking into account: University and departmental objectives, industry best practices, and the capabilities of the integrated system.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include administrators, faculty, staff and students of the department and the University. External contacts include vendors, contractors, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES: Installs, maintains, upgrades and administers software, including database, application server, and tools; including planning, performing, guiding, reporting, and coordinating the effort necessary to install and maintain a viable enterprise quality database.

Reviews, approves, applies and tests patches, changes and/or modifications and other external and internal database structures.

Assists in the technical design of databases based on application requirements and implements required database objects.

Monitors and manages databases and application servers to optimize performance and resource use. Develops and implements procedures to guarantee the accuracy, accessibility, and responsiveness of the database and application server environment.

Troubleshoots databases and the application server environment.

Develops appropriate strategies for and provides backup and recovery of databases and the application server environment

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Provides advice and assistance to application programmers and clients in the effective use of database languages; advises on troubleshooting, exception processing needs and other data management issues such as formatting, loading or updating data.

Ensures the security, backup and recoverability of the databases.
Performs all duties in compliance with University standard operating procedures.

Performs other job-related duties as assigned.

CORE COMPETENCIES: Comprehensive knowledge of the principles, practices and methods associated with a relational database environment.

Comprehensive knowledge of Oracle database management of PeopleSoft (version 8.9 or higher) and PeopleSoft Administration (version 8.9 or higher).

Skill in both oral and written English to communicate in a clear and concise manner with a diverse population

Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

Ability to provide technical support at consistently high levels and to perform multiple, complex and varied high-workload tasks independently

Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions to adhere to quality control and security standards

Ability to analyze comprehensive business processes, perform in-depth work analyses, and develop computer-generated flow charts.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public.

MINIMUM REQUIREMENTS: Bachelor's degree in computer science, information systems, or related field and 7-10 years of progressively responsible professional administrative experience. 14 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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Position Description**

POSITION TITLE: Database Administrator

SALARY GRADE: HU-14

DATE REVISED: December 1, 2014

EEO CODE: 01

JOB CODE: 2704

FLSA STATUS: Exempt

BARGAINING UNIT: N/A

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____