

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Database Manager	SALARY GRADE:	HU-14
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2713	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

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

BASIC FUNCTION: The primary role for this position is to coordinate changes to computer databases, test and implement the database applying knowledge of database management systems. May plan, coordinate, and implement security measures to safeguard computer databases.

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: Plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.

Test programs or databases, correct errors and make necessary modifications.

Modify existing databases and database management systems or direct programmers and analysts to make changes.

Work as part of a project team to coordinate database development and determine project scope and limitations.

Write and code logical and physical database descriptions and specify identifiers of database to management system or direct others in coding descriptions.

Train users and answer questions.

Specify users and user access levels for each segment of database.

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Approve, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems such as the installation of new databases.

Review project requests describing database user needs to estimate time and cost required to accomplish project.

Develop standards and guidelines to guide the use and acquisition of software and to protect vulnerable information.

Performs other job related duties as assigned.

CORE COMPETENCIES: Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Ability to provide guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

Ability to analyze information and evaluating results to choose the best solution and solve problems.

Ability to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions.

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

MINIMUM REQUIREMENTS: Bachelor's degree in business administration 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.

SIGNATURES REQUIRED:

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SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____