

Job Title	Database Administrator I
Job Code	
Exempt Status	Exempt *Exemption may be subject to the applicable salary requirements from the Department of Labor
Position Status	
EEO Classification	

Job Summary

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

Essential Duties and Responsibilities

- 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.
- Establishes relationships with key clients and vendors.
- Monitors and maintains database security and provides protection and recovery support for client data.
- Participates in training and professional development.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education –Bachelor’s degree in applicable field or equivalent combination of education and experience.

Experience – Two years of related experience in data management.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of intermediate troubleshooting, client relations, ingenuity, formulating and contributing ideas, and Information Technology Infrastructure Library (ITIL).

Ability to – Ability to multitask and work cooperatively with others.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements