

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

### **Job Summary**

The Database Administrator II, under general supervision, routinely performs complex and non-routine specialized data management and administration support functions including troubleshooting, analysis, research, problem-solving, and recovery.

### **Essential Duties and Responsibilities**

- Implements database design activities and manages the physical descriptions of database components.
- Implements database installations and testing.
- Maintains and upgrades complex, multiplatform databases.
- Monitors performance for complex, multiplatform databases and tunes databases for optimum performance.
- Resolves performance problems and executes recoveries.
- Troubleshoots and repairs databases.
- Works with clients to identify database needs to support the clients' goals.
- Reviews the accuracy of documentation of database administration methods and security procedures.
- Documents database problems, recoveries, and repairs.
- Coordinates the technical activities of a small project team. Assists and mentors other employees in resolving various issues.

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* – Three years of related experience in data management.

*Knowledge of* – Knowledge of word processing and spreadsheet applications. Knowledge of advanced analysis, troubleshooting, and problem solving, client relations skills, requirement assessment and analysis, project management methodology, context, and interrelationships, 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 may supervise employees.

### **Other Requirements**