

Job Title	Database Administrator III
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 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 Responsibilities

- Implements design activities for complex, multi-platform environment databases. Reviews database design plans.
- Implements installations and tests for complex multi-platform environment databases, database management systems, and related systems. Reviews plans for installation and testing of databases.
- Coordinates the maintenance and upgrades of databases.
- Coordinates database performance monitoring activities.
- Coordinates and oversees the resolutions of performance problems and the execution of recoveries.
- Helps coordinate and monitor the problem management process including backup support. Troubleshoots complex database problems.
- 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.
- Oversees the maintenance of system security for protecting and recovering client data.

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 – Five years of related experience in data management.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of Project management, mentoring, negotiation skills, basic vendor relations, advanced client relations skills, proposal writing, business acumen, persuasive communication, team leadership skills, and quality assurance methodologies.

Ability to – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills.

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 supervises employees.

Other Requirements