

Job Title	Database Administrator IV
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 IV, under general direction, provides technical leadership and oversight for the deployment and delivery of enterprise-wide routine data management and administration projects or services. Develops technical standards for implementing these services. Serves as chair or senior member of an information resource team responsible for setting technical standards and direction. Participates in mentoring, training, and development of other employees.

Essential Duties and Responsibilities

- Oversees design activities for enterprise level databases. Approves database design plans.
- Implements installations and tests for enterprise-level databases, database management systems, and related systems. Approves plans for installation and testing of databases.
- Oversees the maintenance and upgrade of enterprise-level databases.
- Coordinates enterprise-level database performance monitoring activities.
- Coordinates and oversee the resolution of enterprise-level performance problems and the execution of recoveries.
- Establishes standards for the development of plans for new databases or upgrades. Oversees input from clients, developers, systems administrators, and vendors to develop specifications and plans for enterprise-level databases.
- Establishes the standards and processes used to document database administration methods and security procedures. Establishes standards for documenting database problems, recoveries, and repairs.
- Oversees enterprise's process for the evaluation of new technologies and makes technical recommendations to enterprise's executive leadership.

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 – Eight years of related experience in data management.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of Information Technology (IT) architecture, application of systems theory, advanced negotiation skills, enterprise-level operations, multi-team leadership/coordination, advanced project management, sourcing skills, advanced vendor relations, and advanced business acumen.

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