Georgia State University

Job Specification

**Job Title:** Database Administrator, Intermediate

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<tr>
<th>BCAT Code: 09ON04</th>
<th><strong>Effective Date:</strong> April 1, 2007</th>
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<td>Pay Grade: G18</td>
<td><strong>FLSA Status:</strong> Exempt</td>
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<td><strong>Revision Date:</strong> July 1, 2013</td>
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**General Description**

Provides professional level technical support for client or server databases, such as the installation, maintenance, analysis, tuning, and troubleshooting of database systems.

**Examples of Duties**

- Installs and maintains vendor supplied database systems, tools, utilities, development and reporting tools.
- Analyzes, tunes, and troubleshoots database system performances.
- Designs, develops, and maintains specialized software applications.
- Provides end-user or client support for database systems.
- Updates or creates changes to existing database architectures upon request.
- Consults and trains lower level technical and programming staff.
- Performs other client or server database duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of Windows, UNIX, and programming languages, such as COBOL, C, C++, Visual Basic, Perl, Java, relational databases, such as Oracle, LANs, etc.
- Knowledge of integrated systems and relational database concepts and systems.
- Knowledge of data processing principles, practices, and equipment.
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, train staff, and use independent judgment.

**Minimum GSU Hiring Standards**

Bachelor’s degree and three years of related experience; or a combination of education and related experience.

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The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.