Job Title: Database Administrator, Lead

BCAT Code: 09OP08    Effective Date: April 1, 2007
Pay Grade: G21    FLSA Status: Exempt    Revision Date: July 1, 2013

General Description
Provides advanced level technical support for client or server databases, such as the installation, maintenance, analysis, tuning, and troubleshooting of databases systems. Mentors and leads other support staffs during projects.

Examples of Duties
- Installs, upgrades, and maintains vendor supplied database systems, tools, utilities, development and reporting application packages.
- Installs, upgrades, and maintains Application Server suites, such as Oracle, iAS, Tomcat, WebLogic, etc.
- Designs and maintains specialized relational databases and software applications.
- Analyzes, tunes, and troubleshoots database system performances.
- Provides advanced end-user or client support for database systems.
- Modifies existing database architectures either out of necessity or upon request.
- Installs, configures, upgrades and maintains vendor supplied database systems and database utilities, development software, and reporting application software packages.
- Consults and trains lower level technical and programming staff.
- Migrates modifications made by developers to different environments.
- Provides consulting and training as needed or requested to technical and programming staff in regard to RDBMS, Application Server, ODBC, JDBC, Web Services, etc.
- Acts as a team leader by training and/or guiding lower level Database Administrator (DBA) staff.
- Provides assistance to the DBMS/CMS Manager in performing walk through and Project Plans.
- Provides leadership during the design, development, and implementation of the strategic database policy.
- 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, Pearle, 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 four years of related experience; or a combination of education and related experience. Preferred qualifications: Bachelor's degree and four years of related experience and at least six years of experience as Oracle Database Administrator.

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.

Office of Human Resources    Classification Section