Job Title: Database Administrator, Manager

BCAT Code: 09OX55  Effective Date: April 1, 2007
Pay Grade: G22   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages the technical support for client or server databases, such as the installation, maintenance, analysis, tuning, and troubleshooting of database systems. Supervises other support staff during projects.

Examples of Duties
- Oversees the installation, testing, and maintenance of vendor supplied database systems, tools, utilities, development and reporting tools.
- Analyzes, tunes, and troubleshoots database system performances.
- Oversees the design, development, and maintenance of specialized software applications.
- Provides advanced end-user or client support for database systems.
- Oversees the modification of existing database architectures either out of necessity or upon request.
- Consults and trains lower level technical and programming staff.
- Supervises staff during database projects.
- 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, supervisory, 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 five years of related experience; or a combination of education and related experience.

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