Database Administrator

**Definition of Class**
The incumbent provides information management support. The incumbent is also responsible for making critical technical decisions when problems arise with University databases.

**Examples of Work Performed**
Makes required changes to the database structures in order to meet the informational needs of the University.

Recovers system failures, either hardware or software and implements necessary changes.

Reviews statistical reports on system performance and disk space utilization to ensure efficient as well as effective operation.

Consults with staff to stay abreast of problems relating to the database and the database management system software.

Makes recommendations for programming changes.

Installs, tunes, and maintains the database software. Reviews new releases of and determines implications of the upgrade on established procedures and appropriate time to install or upgrade system.

Responsible for the security and integrity of the database.

Provides advice regarding the purchase or use of new software. Researches literature to stay abreast of the latest upgrades or new software that could benefit the database system.

Designs, develops, and tests database systems.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Ensures security, integrity, efficiency, and effectiveness of University databases.
2. Consults with staff to stay abreast of database and software problems, makes changes to database, structures to meet the University's needs, and recovers system failures.
3. Installs, tunes, and maintains University databases, software, and makes recommendations for programming changes.
4. Manages archival and restoration of department databases.
5. Interacts with application analysts to determine data managing needs.

6. Provides advice regarding the purchase or use of new software.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited four-year college or university in Management and Information Systems, Computer Science or a related field.

  AND

- **Experience:** Four (4) years of experience related to the above described duties.

  **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*