



Job Specification

Job Title: Database Administrator Manager
BCAT Code: 462X AG
Pay Grade: G24

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Manages the technical support for client/server databases. Technical support will include the installation, maintenance, analysis, tuning, and troubleshooting of databases systems. It will supervise other support staff in projects.

Examples of Duties

- Oversee the installation, testing, and maintenance of vendor supplied databases systems/tools/utilities, and development and reporting tools.
- Analyzes, tunes, and troubleshoots database system performance.
- 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 architecture either out of necessity or upon request.
- Provides consulting and training to lower level technical and programming staff.
- Supervises staff in database projects.
- Performs other Client/Server Database duties as assigned.

Knowledge, Skills, and Abilities

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

Minimum GSU Hiring Standards

Bachelor's degree and five years of related experience; or a combination of education and 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.