

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:43:57 PM
Official Title:	Database Specialist Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	323257
Job Family:	Informations Systems/Techn

JOB SUMMARY

The Database Specialist develops, maintains, and evaluates the usefulness and effectiveness of database(s) in an assigned area of an institution using assigned system/software.

NATURE OF WORK

This position functions as an entry-to journey-level Database Administrator. The Database specialist is responsible for providing complex database administration and support to IT management as well as for ensuring the functionality of the institutional database(s) in the area to which assigned. Job responsibilities provide professional level support to ensure the coordinated development, communication, implementation, and effective management of administrative database(s). Work is performed under immediate supervision, through the use of specialized tools, job experience, and established standards. Problems and Decisions faced in this position are complex and occasionally ill-defined and may need some analysis to understand. Errors could easily result in substantial costs, inconveniencies, and disruption of services within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Participates in the management and coordination of the programs and activities for effective administration and management of database(s) and system(s).
- Designs, develops, and administers data management solutions using database management software.
- Develops and implements technical plans for the construction and evolution of the database(s) system(s).
- Works with clients to identify system(s) needs and concerns as well as resolves or effectively recommendation solutions.
- Assists in establishing data integrity and security policies and procedures for user accounts, data creation, data manipulation and data storage.
- Ensures the storage, archiving, backup, and recovery procedures function correctly.
- Installs, configures, and upgrades computer systems, software, peripherals, and networks.
- Keeps accurate records of software and hardware purchased/in use and may recommend new equipment or software purchases.
- Participates in the development and implementation of department goals, objectives, policies and priorities for assigned programs.
- Conducts database searches and provides reports on data as requested.
- Develops and implements effective security measures to control appropriate access to the institution's database(s).
- Provides training and support to users of the assigned database(s) and ensures appropriate accessibility of the system(s) for all users.
- Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Management Information Systems or other related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
2 year +	Progressively responsible work experience in database management or administration	X	

