

Job Code: 101324
Position #: (PTAA).. (E)
Developed by:DB
Reviewed by: GF, KK
Approved by: LK
Date:09/16; 06/18; 01/19

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Senior Database Administrator
DIVISION: Academic Affairs and Administration and Finance (ITS)
REPORTS TO: Manager, University Computing Systems/Database Services
GRADE: 14
SUPERVISES: Technical Staff

BASIC FUNCTION:

Provide direction in planning, design, implementation, operations and management of Data Base Applications including administration of vendor application to meet University business goals. Define processes and guide efforts for system review and problem resolutions in collaboration among division at the University. Develop Key Performance Indicators that track and measure service delivery, capacity Management and usability. Act as an internal systems/technical consultant to other University constituents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Install, upgrade, maintain and secure the integrity of the University's databases.

Execute and maintain secure backup and recovery procedures for all databases.

Troubleshoot, monitor and tune databases making recommendations and taking action to ensure optimal performance.

Participate in evaluation of database and application products designed to maintain the databases and application products.

Coordinate database maintenance with other information technology and end-user units of the University.

Co-support the administration of other oracle application administration functions including the installation, configuration, patching and maintenance or other Administrative Systems as requested.

Working as a member of a team, maintain all vendor and custom patches, fixes and tuning as required.

Assist in the project schedules and resource requirements for projects.

OTHER DUTIES AND RESPONSIBILITIES:

Maintain proficiency in the support, installation, maintenance, and system performance of databases used within the University.

Maintain proficiency in business trends for providing services as needed for the technical system services provided to the University.

Assist in identifying institutional information needs.

Assist in making system presentations and establishing and enforcing standards, training staff and assigning programs.

Participate in evaluation of applications and their relationship to the University's database platforms and performance.

Co-support application systems in the installation, configuration, patching and maintenance or other application administration, as requested.

Support applications tuning as assigned by your supervisor.

Perform other related duties as required or as assigned by your supervisor.

LICENSES, TOOLS AND EQUIPMENT:

Must be proficient in the use of various software and programming tools, computer workstation equipment, as well as Internet development tools, terminology and practices.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum four years' experience as an Oracle Database Administrator; Demonstrated experience managing production and development application environments for Oracle; Demonstrated familiarity with MySQL and SQL Server back-end databases; Demonstrated experience ensuring applications and databases are operating efficiently and that service levels are maintained and delivered; Demonstrated experience in the installation and configuration of applications and databases; Demonstrated experience in the patching and maintenance of applications and databases; Demonstrated experience identifying, resolving and raising awareness of complex application and data issues; Demonstrated experience maintaining technical documentation for supported applications (such as implementation design documents, support activities, run books, DR plans; etc.);

Demonstrated experience facilitating testing for applications adhering to best practices; Demonstrated familiarity with process improvement through automation (including Windows/Unix scripting knowledge); Demonstrated experience assisting in development, investigation and design of new or existing applications; Demonstrated ability to work independently; Demonstrated customer service and problem-solving skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience with Oracle Cloud Backup; Demonstrated installation and use of OEM (Oracle Enterprise Manager); Demonstrated experience with Infrastructure as a Service; Demonstrated experience with Integration Hubs (MuleSoft - TIBCO etc.); Demonstrated experience with PeopleSoft ERP Administration; Demonstrated experience with Ellucian Administration; Demonstrated experience with Tririga Administration; Demonstrated experience with Workday Administration; and, Demonstrated experience with Data Warehouse Replication.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.