**Database Administrator (DBA) job description**

**Job brief**

The Database Administrator (DBA) is responsible for the performance, integrity, and security of the university’s information systems’ databases. The DBA provides technical expertise in the design, implementation, and maintenance of database management systems that support institutional business and clinical applications. Additional responsibilities include reporting, data input and output, technology management, and end-user training and support.

**Responsibilities**

* Manage database systems including database storage, user access and security, procedures, tools for access, and the tuning of the databases to ensure on-going operation and access
* Assist in the design, development, documentation and prioritization of strategies and architecture for supporting KCCD’s database and application server infrastructure
* Assist in the design of and implement and maintain backup and recovery procedures for KCCD’s database systems, application servers and enterprise software systems
* Manage application servers Coordinate and project manage database system and application server upgrades
* Assist in the development, documentation and implementation of appropriate database systems standards, policies, and support procedures
* Collaborate with the Systems Administration team on server infrastructure design, layout and implementation as it relates to database systems, application servers and enterprise software systems
* Monitor database and application server performance and implement appropriate tuning changes
* Research and implement IT security measures and solutions required to keep KCCD’s database systems and application servers secure
* For a variety of enterprise software systems, evaluate release dependencies, set up test environments, coordinate upgrades with the Operations and System Administration teams and complete the installation of new software, upgrades and patches
* Provide support and assistance to Operations team in the design, development, testing, tuning and implementation of enterprise applications and systems
* Analyze system failures and take appropriate action to bring system back on-line Participate in the evaluation and selection of vendor products and services
* Backup other team members on as needed basis in the support of KCCD’s database and application server infrastructure
* Keep current with the latest developments in database and application server technologies Perform related duties as assigned

**Requirements**

* Bachelor’s Degree
* Minimum 2 years in Database Analysis
* Knowledge of SQL Base and HTML Code
* Expert in Excel (queries, pivot tables and vlookups) and Access
* Proficient in other Microsoft Office Programs
* Impeccable Attention to Detail
* Thorough with Strong Analytical Skills
* Investigative and Trouble Shooting Skills
* Organizational and Communication Skills; Able to speak the IT language
* Positive “can do” attitude