

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Database Administrator	<b>Job Code:</b>	T43921
<b>Job Function:</b>	Staff	<b>Grade:</b>	219
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Exempt
<b>SOC Description:</b>	3000 Information Technology Division	<b>Date:</b>	3/05;1/04;7/00

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**Job Summary:**

Assist in the development, implementation, and maintenance of databases. Perform specific database management tasks and assists the senior database administrator when necessary.

**Essential Functions:**

- 30% Provide technical consulting and instruction on the use of database development tools.
- 30% Design, program, and implement database maintenance functions.
- 20% Evaluate and correct the department's daily work activities pertaining to database related tasks.
- 10% Assist other developers with database related problems and performs basic troubleshooting functions.
- 5% Provide fixes, upgrades and new releases to the database management system to keep it current.
- 5% Maintain knowledge in order to be current with technical requirements of the position.

**Education:**

Requires a relevant Bachelor's Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years experience in database management, application development, and relational database design. Strong computer skills and problem solving skills required. Strong verbal and written communication skills required.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.