

The University of Akron
Classification Specification

Job Title:	Sr Database Administrator	Job Code:	T43922
Job Function:	Staff	Grade:	221
Job Family:	Classified	FLSA:	Exempt
SOC Description:	3000 Information Technology Division	Date:	1/1/04; 7/11/00

Job Summary:

Oversee activities related to the administration of the University database. Assist and advise subordinates on policies and procedures, technical problems, priorities and methods pertaining to new and existing databases. Consult with and assist users of the database.

Essential Functions:

40% Create, modify and administer database instances as directed by the Manager of Database Services for use by application developers.

25% Assist developers and technical staff with the design and implementation of their applications to support growing informational needs.

15% Work with users of the data to resolve data conflicts and inappropriate use of data. Maintain the University data model and evaluate new database tools and technologies.

10% Train developers in the use of database tools, practices and procedures and database concepts.

10% Develop and enforce practices and procedures for accessing and securing databases. Direct assigned employees and review their work.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

N/A

Experience:

Requires a minimum of 4 years experience in application development and design and relational database design. Communication and customer service skills required. Problem solving skills and the ability to adapt to new technologies required.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

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.

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.