

University of Virginia

Job Summary

Job Code:	Job Title:	Database Administrator I
UVA Survey Code:	UVA Survey Code Title:	
Pay Band:	Career Path:	Database Administration
FLSA Status:	Management or Individual Contributor:	Individual Contributor

Position Summary: Describe below the primary purpose and function of this job.

Maintain the University's physical, relational and object-oriented database resources across multiple platforms and computing environments while ensuring high levels of data quality.

Key Roles & Responsibilities: List up to 6 key roles and responsibilities of this job.

1. Participate in the development of data architectures and database management policies and standards. Assist in the identification and resolution of data issues. Participate in the planning, design, and usage of data resources. May develop detailed data models and entity relationship diagrams. Integrate different products so they work properly together such as customizing commercial databases to fit specific needs.
2. Install, configure, monitor, maintain, and performance-tune production databases. Apply methodologies for the ongoing assessment of database performance; identify and resolve conflicts arising over the creation, control and use of data; enforce database use guidelines. Serve as quality control agent for database use. Provide backup and recovery services. Install and test new products and improvements to existing products. Specify users and user access levels for each segment of database.
3. Provide technical support for the database environment; provide tools to assist in the management of the database and client/server environment; provide training to technical support and applications staff in the effective utilization of database; provide data warehousing support.
4. Participate in development of long range planning for new projects and facilities.
5. Ensure that external and internal regulations and policies governing data management are met including regulations concerning security, auditability and privacy. Coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure. Monitor and analyze database audit tables and logs.
- 6.

Expertise: Describe the requirement for knowledge and expertise about the subject area as well as how various parts of the University work together to achieve objectives. Explain the degree of understanding required of the industry and university environment.

Incumbent is required to have a basic understanding of his/her discipline including all required certifications as well as a basic understanding of the business environment of a large university system. Incumbent is expected to maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Incumbent should have thorough knowledge of available database applications and architectures. Incumbents should also have the ability to evaluate and coordinate the implementation of database environments; determine problems, troubleshoot and coordinate solutions. Incumbent should have some experience in the development of application software.

Problem Solving: Describe the nature and complexity of the problems this position encounters on a recurring basis. Include information regarding the level of innovation required, if any, and include mention of environmental factors that may add to the complexity of resolving issues.

Incumbent will address routine problems and will use judgment in selecting among authorized procedures. Incumbent seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.

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Nature & Area of Impact: To what degree does this job affect the University (i.e., through interactions with faculty or students, making decisions, defining or setting strategy, etc.)? What is the breadth of the impact that this job has, either positive or negative (i.e., affects own team, department, function, business unit, entire university, etc.)?

Impact is typically limited to the team/department for which the incumbent works. Daily work quality can affect the productivity of students, faculty and/or staff.

Interactions / Interpersonal Skills: Describe the nature and level of interactions this job has with others, both internally and externally. Explain any specific interpersonal skills necessary to successfully perform this role (i.e., negotiation skills, represents business at external events or to governmental bodies, etc.).

Interactions are typically with fellow team members, but the incumbent may have interactions with assigned student, faculty, or staff clients. Incumbent should possess good verbal and written communication skills to convey technical guidance and information to users and to provide excellent customer service.

Distinguishing Characteristics

This is the entry-level job for the discipline.

- **Skills:** Level 1 incumbents are developing skills but possess a basic knowledge of the discipline from his/her education and/or training and a basic understanding of the University and its business environment.
- **Level of Work:** Level 1 work is generally routine in nature, with assignments provided at a task level, typically on a daily or short-term basis.
- **Supervision:** Level 1 incumbents work under immediate supervision, have minimal latitude for unreviewed actions/decisions. Level 1 incumbents have no supervisory responsibilities.
- **Interactions:** Level 1 incumbents typically have limited interactions with those outside his/her own team.
- **Focus:** Level 1 incumbents focus primarily on his/her own work quality and accuracy.

Job Requirements And Qualifications: Indicate the minimum and preferred education and experience for this job and any licenses and certifications required.

Minimum Education:	Bachelor's degree or equivalent experience in Computer Science, MIS, Computer Engineering or related discipline.	Preferred Education:	Bachelor's degree in Computer Science, MIS, Computer Engineering or related discipline.
Minimum Experience:	<1 year	Preferred Experience:	1-3 years

Required Licenses/Certifications: