



# جامعة الأمير محمد بن فهد الأهلية

## PRINCE MOHAMMAD BIN FAHD UNIVERSITY

### Sr. Data Base Administrator

#### JOB DESCRIPTION

##### **A - Position Purpose:**

**Purpose / Objectives:** Analyzes, develops, tests and implements complex physical data base designs in support of university information system requirements. Projects are usually large in scope, typically crossing over various Banner functional areas and technically difficult.

**Expected Employee Accomplishments:** Ensure the proper and effective structure, security and operation of databases that support university applications. Responsibilities include database administration, Oracle administration, **Banner** administration, and data warehousing.

**Degree of Freedom to Act:** Works under minimal supervision. Reports to Director, Management Information Systems.

##### **B - Duties and Responsibilities:**

- Responsible for ongoing maintenance of production and test databases.
- Provides troubleshooting and problem solving for issues that affect the applications.
- Works with application help desks to track and resolve issues.
- Responsible for maintaining database security.
- Works with System Administrators to do performance monitoring to ensure a stable environment such as ensuring disc and memory allocations are optimal for good database performance.
- Responsible for scheduling and implementing upgrades and patches to Oracle.

- Works with application programmers to plan, design and develop new database applications or major changes to existing applications.
- Researches and gains expertise on database products and software applications as they relate to the databases.
- Actively supports and participates in project management and operational functions as they relate to University databases.

**Secondary Duties / Responsibilities:**

Other duties as assigned.

**Level of Supervision Received:**

Works under minimal supervision. Reports to Director, Management Information Systems.

**Level of Supervision Exercised:** Works independently under general supervision to achieve goals and objectives.

**C – Qualifications / Professional Experience:**

**Formal Educational Requirements (or equivalent):** Bachelor's degree required. MIS or Computer Science concentration preferred. Other concentrations with appropriate experience acceptable.

**Type and Length of Experience Required (or equivalent):** Minimum five years systems development/data base administration experience, and two years of systems management, project management, or technical team leadership experience. Oracle DBA training preferred. An equivalent combination of education and experience may be accepted.

**D- Skills and Competencies Required:**

- Must be proficient in database platforms, programming languages, and other information technology such as but not limited to: Windows/NT, Oracle, and SunGuard SCT Banner.
- Experience in database security, performance tuning, and backup and recovery procedures is a must,

- Familiarity with higher education administrative business processes strongly preferred.
- Must be able to work both independently and collaboratively.
- Oracle DBA certification strongly preferred.
- Must be able to work with the software development group and IS infrastructure to solve application issues and/or database issues.

**Work Environment:** Sedentary work. It is critical that applicant be able to work a flexible schedule.