

UNIVERSITY OF SOUTHERN CALIFORNIA

Supervising Database Administrator

Job Code: 165838

OT Eligible: No

Comp Approval: 1/1/2019

JOB SUMMARY:

Provides database and applications support for Administrative Operations, the Office of Legal Affairs and Professionalism, and all associated sub-departments. Supervises, recruits, screens, hires and trains applications staff for Administrative IT. Evaluates employee performance and provides guidance and feedback to assigned staff, as required, including counseling and discipline. Responsible for planning, designing, developing and implementing databases of high complexity through other programmers and database experts. Tasked with identifying opportunities to improve upon current applications while maintaining a keen focus on security of all systems, including backups.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- | | | |
|-------|-------|---|
| _____ | _____ | Serves as a top-level business analyst, providing ongoing administration and refinement of data. Installs databases, coordinating between them and network security, and performs configurations, tuning, and other management duties. |
| _____ | _____ | Evaluates, selects, implements, and integrates third-party applications. Works through developers and programmers to refine systems and applications that use databases. |
| _____ | _____ | Develops models, structures, strategies, and timetables for integrating multiple relational databases, including data stored both onsite and in the cloud. Uses technical knowledge to anticipate future needs in order to establish departmental direction. |
| _____ | _____ | Provides leadership and supervision for multiple staff members in an effort to create, implement and maintain high-level database systems for a 1,000-person user environment. Recruits, screens, hires, trains and mentors applications staff for Administrative IT department. |
| _____ | _____ | Highly collaborative with both customers and peers in the university environment in order to assess and provide the best possible service model for sustainable success in IT. |
| _____ | _____ | Responsible for the overall security of data that resides within database environments. Works closely with internal and external security staff to test and harden environments, managing control of database access, and preparing audits and reports, as needed. |
| _____ | _____ | Verifies regular database backups and oversees and/or performs recovery and restoration. Analyzes and determines informational needs and elements, data relationships, and attributes, and recommends adjustments to data flow and storage requirements, as needed. |
| _____ | _____ | Converts data between various levels of sophistication including, but not limited to, MySQL, MSSQL, and other similar technologies. Stays informed of new technologies by staying current with necessary certifications, maintaining contact with vendors, and participating in professional organizations. |

Processes transactions, prepares status reports, and provides projections and forecasts for developing budgets and more. Provides business analysis and project management, as necessary, in order to ensure successful completion of assignments on-time and within defined budget parameters.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Minimum Experience:

5 years

Minimum Field of Expertise:

Bachelor's degree in information technology, data science, computer science, or other relevant field. Five years' experience in Microsoft SQL Server database administration and software programming. Strong understanding of Windows Server applications, and ability to stay current on MS SQL updates. Experience with Microsoft Windows, Unix/Linux, advanced SQL, management information systems (MIS), performance tuning, backup and recovery, advanced Shell scripting, Turbo Assembler (TASM), and Teradata Viewpoint, advanced administration and architectural design. Strong understanding of database designs and query strategies to advise on optimal database performance. Excellent verbal and written communication and interpersonal skills, with deft technical documentation and public presentation abilities to explain database and server issues with non-technical individuals and groups. Supervisory experience, with demonstrated organizational, analytical, and project management skills. Experience with computational resources, data storage and management, and architecture and system administration. Demonstrated experience supporting large-scale network implementations and upgrades, and delivering reliable and quality network service within a higher education environment or large private-sector organization with federated operations. Strong customer service orientation.

Preferred Education:

Master's degree

Preferred Experience:

7 years

Preferred Field of Expertise:

Experience with original code development. Proficiency in information technology and with high-performance computing platforms. Security+ certification. Experience in Oracle and with networking and storage concepts and architectures. Demonstrated track record of driving emerging and/or disruptive technologies.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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