

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Enterprise Database Specialist  
Code: 17508  
Salary Grade: 63  
FLSA Status: Exempt  
Department/Division: Office of Information Technology, infrastructure Services  
Reports To: Assistant Director, Application Development and Support

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## *Summary*

**Function:** Under limited supervision, manage the development, utilization and maintenance of the institutional database, including data and system security in accordance with hardware and software requirements and the objectives of UTSA users/clients. Responsible for critical databases that affect university-wide deployments, creating, testing, administrating and report generation of database related procedures and correspondence.

## *Duties*

- Typical:
  1. Supports departmental operations in a high production environment by proactively managing the performance, optimization, integrity and security of institutional database and systems (i.e. SIS).
  2. Works with technical lead in advising management on matters pertaining to university databases and technologies to support the university's faculty, staff and students. Confers with and advises users of various databases. Assigns personnel to various project and directs their activities.
  3. Assists with setting up, monitoring and maintaining disasters recovery solutions for enterprise production databases.
  4. Manages tests and provides support to multiple enterprise wide database systems and applications.
  5. Designs, creates, installs and maintains highly available and secure enterprise database instances to include database architecture, database backups, creation of databases and databases objects such as tables, indexes, views, triggers and stored procedures to support enterprise level applications like Student information System.
  6. Codes database description and specifies identifiers of database-to-database management system or directs other in coding database description.
  7. Maintains high availability of databases in a Microsoft Cluster or Oracle RAC or similar environment. Develops and implements standards and/or processes for database maintenance, documentation and configuration.
  8. Ensures databases are monitored and appropriate measures/actions taken to ensure the integrity of the databases to include security and privacy issues

9. Modifies database programs to increase processing performance, performance tuning.
10. Assists in planning pertaining to database environment to include database capacity planning, processing, capacity, storage capacity, backup capacity, future needs/requirements. Assists in projecting long-range requirements for database administration in conjunction with Enterprise Database Administrator, managers in the information systems function, as well as business function managers.
11. Works as a member of the technology team to assist in providing maximum availability and supports information technology systems.
12. Assures the timely completion of the database project and within estimated costs.
13. Consults on server design, coordinates changes to server application, and performs successful upgrades and implementation of existing and emerging technologies in database and application systems environment.
14. Schedules and performs installation and upgrades of enterprise level database and application and maintains them in accordance with established information technology policies and procedures.
15. Assists and conducts routine audits of enterprise databases and systems to ensure compliance with established standards, policies and configuration guidelines.
16. Creates and maintains documentation pertaining to the university database environment.
17. Performs other duties as assigned.

- Periodic:

1. Provides on-call support.
2. Occasional travel may be required.

### *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree from an accredited institution. Technical training and/or experience may be substituted for a degree on a year for year basis.	Bachelor's degree from an accredited institution in the information technology field.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Working knowledge of operating systems such as Linux, UNIX, Solaris and Windows.	N/A
Working knowledge of high availability deployments such as Microsoft clustering, replication and or Oracle RAC or similar environments.	
Knowledge of SAN integration as it relates to database and data allocation.	

### *Experience*

<b>Required</b>	<b>Preferred</b>
Four years of experience administering enterprise level databases in Oracle or MSSQL.	N/A
Experience developing and load testing database environments.	
Must have experience performing database optimization, monitoring and troubleshooting. Experience managing users accounts, privileges and access/permissions in a large environment.	
Experience with data administration/design of enterprise databases systems.	

### *Equipment*

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Work performed in an office environment with occasional work in a data processing environment. Duties require computer work and meticulous accuracy.	Occasional travel may be required.

### *Supervision*

<b>Received</b>	<b>Given</b>
Direct supervision received from assigned supervisor.	None.

### *Accuracy*

Proficiency in all phases of the duties performed.
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### *Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.