

The University of Texas at San Antonio

Job Description

Job Title: Advancement Database Administrator
Code: 19293
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Operations/External Relation
Reports To: Director, Data Administration and Strategic Analytics

Summary

- Function: Manage the development, utilization, and maintenance of the Advancement database and online systems and applications, including data and system security in accordance with hardware and software requirements and the objectives of UTSA users and clients.
- Scope: Responsible for critical database processes that affect university wide deployments, creating, testing, administering, and report generation of database related procedures and correspondence. Responsible for critical database driven online systems and processes that affect web presence, uptime, and transactional functionalities.

Duties

- Typical:
 1. Support departmental operations in a high-throughput production environment by proactively managing the performance, optimization, integrity, and security of institutional databases and systems with various different vendors and the Office of Information Technology.
 2. Functions as the technical lead in advising management on matters pertaining to Advancement, Alumni, and Communications database systems, reporting, and technologies to support the various university's staff across different colleges and departments. Confers with and advises users of different applications and tools. Assigns personnel to various projects and assist the Director in oversight of their activities.
 3. Architects, manages, tests, and provides support to enterprise wide database systems and applications.
 4. Design, create, implement, and maintain highly available enterprise database reports, functions and processes.
 5. Ensure databases are monitored and appropriate measures/actions taken to ensure the integrity of the databases to include standard operations.

6. Maintain reliability of databases by developing and implementing standards and/or processes for database maintenance, documentation, and configuration.
7. Responsible for planning pertaining to database environment to include database capacity planning, processing, capacity, storage capacity, backup capacity, future needs/requirements. Projects long-range requirements for database administration in conjunction with other managers in the information systems function as well as business function managers.
8. Work as a member of the Advancement Enterprise team to assist in providing maximum availability and support of information technology systems.
9. Assures the timely completion of the database projects.
10. Consults on any future database/applications upgrades; coordinates changes to server applications, Lead and manage successful upgrades and implementations of existing and emerging technologies in database environment.
11. Schedules and performs installation and upgrades of enterprise level databases and applications and maintains them in accordance with established Information Technology policies and procedures when necessary.
12. Conducts routine audits of enterprise databases and systems to ensure compliance with established standards, policies, and configuration guidelines.
13. Create and maintain documentation pertaining to the university database environment.
14. Responsible for the development, validation, and production of various analytical reports pertaining to university advancement, development, communications and prospect research.
15. Responsible for the development of advanced queries and exports needed for the production of critical segmented communications and external relations datasets.

• Periodic:

1. Provides on call support
2. Weekend database/application maintenance
3. Other duties as assigned

Education

| Required | Preferred |
|--|------------------|
| Bachelor's degree from accredited institution or university. | N/A |

Other Requirements

| Required | Preferred |
|--|------------------|
| Proficiency with SQL database processes and design, MS Access, Excel and HTML. | N/A |
| Criminal Background Check (CBC) | |

Experience

| Required | Preferred |
|---|------------------|
| Five years of experience working or administering enterprise level databases, to include three years as a technical lead in enterprise level database administration and/or design. | N/A |

Equipment

| Required | Possible |
|--|-----------------|
| Personal computer and standard office equipment. | N/A |

Working Conditions

| Usual | Special |
|--|----------------|
| Normal office/data processing environment. The noise level in the work environment is minimum to moderate. Duties require computer work and meticulous accuracy. | N/A |

Supervision

| Received | Given |
|-----------------------------------|--------------------------------------|
| General supervision from Director | Direct supervision of assigned staff |

Accuracy

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| Proficiency in all phases of the duties performed. |
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Security Sensitive

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| 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

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| 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. |
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