



## JOB INFORMATION

<i>Job Code:</i>	165837
<i>Job Title:</i>	Database Administrator, Senior
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May lead one or more employees performing similar work.
<i>Job Family:</i>	Database Administration
<i>Job Family Group:</i>	Data Analysis
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Manages complex databases through use of database software to store, organize and manage information. Creates, maintains, tunes, optimizes and audits data in complex databases. Backs up data on a regular basis. Maintains data security. May lead junior database administrators.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Expert knowledge of complex relational database applications and database design.
X		Thorough understanding of database structures, theories, principles and practices.
X		Expertise with MySQL, MS-SQL, Sybase, and/or Oracle databases.
X		Experience with high-level Web and other programming languages such as: HTML, Java, JavaScript; .NET; SAS, SPSS; Excel.
X		Experience with managing multiple complex projects.

## Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Good analytical and problem solving skills.
X		Demonstrated ability to work independently and collaboratively.
X		Strong oral and written communications, technical, planning and organizational skills.

## Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Plans, designs, develops and implements databases of high complexity. May lead junior database administrators.				
Develops models, structures, strategies, and timetables for integrating multiple relational databases, including data stored in existing on-site and off-site databases or data managed in Access or other non-enterprise quality databases.				
Works with developers to refine systems and applications that use the databases. Anticipates and accommodates future technical and programmatic needs.				
Provides strategic planning, project coordination and the anticipation of existing and future program and technology needs for a variety of educational, administrative and/or research data.				
Defines logical attributes and inter-relationships and designs data structures to accommodate database production, storage, maintenance and accessibility. Implements physical database design including development of scripts and maintains testing environments.				
Converts data between databases of various levels of sophistication (e.g., MySQL, MS-SQL, Oracle, Sybase). Participates in the planning and creation of database applications.				
Formulates and describes appropriate statistical methods. Develops statistical analysis, reports and programming strategies that interpret, analyze and synthesize information from a variety of data sources. Prepares reports that summarize the analysis of data. Interprets findings and provides conclusions and recommendations.				
Provides ongoing administration and refinement of data. Installs databases, performs configuration, performance tuning, and database management duties. Develops, implements and manages database models, security procedures, optimal queries, database access, logins and permissions. Performs database upgrades and the application of patches.				
Analyzes and determines informational needs and elements, data relationships and attributes, proposed manipulation, data flow and storage requirements and data output and reporting capabilities.				
Collaborates with others to test complex applications utilizing database management software and/or programming software.				
Advises and consults on complex analysis and database problems, and other projects as required.				
Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies

<b>Other Requirements</b>			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	notified to assist in the emergency response efforts, and mobilize other staff members if needed.		as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.