



Supervising Database Administrator Job Description

JOB INFORMATION

Job Code:	165838
Job Title:	Supervising Database Administrator
FLSA Status:	Exempt
Supervisory:	
Job Family:	Database Administration
Job Family Group:	Data Analysis
Management Level:	6 Supervisor

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 QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		Or
X		Bachelor's degree	Information Science	Or
X		Bachelor's degree	Data Analytics	Or
X		Bachelor's degree	Computer Science	Or
X		Bachelor's degree	in related field(s)	
	X	Master'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

Req	Pref	Work Experience	Experience Level	
X		5 years	in Microsoft SQL Server database administration and software programming	
	X	7 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

Req	Pref	Functional Skills
X		Strong understanding of Windows Server applications, and ability to stay current on MS SQL updates.
X		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.
X		Strong understanding of database designs and query strategies to advise on optimal database performance.
X		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.
X		Supervisory experience, with demonstrated organizational, analytical, and project management skills.
X		Experience with computational resources, data storage and management, and architecture and system administration.
X		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.
X		Strong customer service orientation.
	X	Experience with original code development.
	X	Proficiency in information technology and with high-performance computing platforms.
	X	Experience in Oracle and with networking and storage concepts and architectures.
	X	Demonstrated track record of driving emerging and/or disruptive technologies.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Security+ certification.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				

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 notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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 as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			Yes

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.