Database Administrator

Position Details

Class Code: 1515
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: [Pay Grade 63 on the Support Professional Salary Schedule](#)
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for all aspects of International Business Machines (IBM) Database 2 (DB2) and ORACLE for OS/390 mainframe relational database systems, including interfaces, design, security, and recovery. Creates/maintains database structure systems for administrative departments and school use.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works alone and with the Information Systems Department application development staff to design database structures benefiting all users.
2. Modifies existing database structures as data needs change.
3. Designs/implements database recovery procedures for individual application databases and the entire DB2, ORACLE systems.
4. Trains the development staff in database applications, work procedures, and design/programming; provides technical assistance in difficult situations, as required.
5. Trains and supervises assigned staff.
6. Provides input into department goals, objectives, and budgeting.
7. Evaluates database system performance; recommends and/or implements corrective action if system performance is deficient.

8. Documents/publishes database standards, procedures, policies, and other information.
9. Establishes priorities, work schedules, and project plans; meets with staff to give periodic project/schedule updates.
10. Monitors DB2 and ORACLE system performance-related data daily; modifies appropriate system tuning parameters to prevent and correct problems.
11. Schedules/performs all performance-related maintenance activities for individual database applications and DB2, ORACLE systems.
12. Assists systems programming staff in DB2 and ORACLE version migrations/installs.
13. Provides input for the evaluation of assigned staff.
14. Conforms to safety standards, as prescribed.
15. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Designs, creates, maintains, evaluates, and utilizes database systems on mainframe computer and other platform(s), as needed.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of project management principles and practices.
2. Knowledge of principles, practices, and methods of computer programming, system analysis, and application development.
3. Knowledge of computerized equipment capabilities.
4. Knowledge of mainframe computer operating systems and transaction processing software.
5. Knowledge of DB2 and ORACLE system design.
6. Knowledge of Structured Query Language (SQL) and Procedural Language (PL)/SQL.
7. Ability to manage database projects and coordinate project resources.
8. Ability to program on a mainframe computer using COBAL.
9. Ability to tune IBM DB2 and ORACLE database structures.
10. Ability to design effective database schema, data dictionary, and normalize database elements.
11. Ability to exercise independent judgment within established procedural guidelines.

12. Ability to supervise, train, and evaluate assigned staff.
13. Ability to contribute to the unit's service efficiency/effectiveness by offering suggestions and actively directing or participating in team efforts.
14. Ability to keep current with technology and applications.
15. Ability to coordinate multiple projects and meet predetermined deadlines.
16. Ability to work in confined work areas.
17. Ability to work flexible hours/shifts.
18. Ability to develop and maintain effective working relationships with District staff, vendors, and other agencies.
19. Ability to recognize/report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Seven (7) years in an IBM mainframe environment, including at least one (1) year as a DB2 and ORACLE database analyst. Experience with Multiple Virtual Storage (MVS), COBOL II, Customer Information Control System (CICS), and current versions of DB2/MVS, Platinum Tools/Platinum Report Facility (PRF), and ORACLE.

Licenses and Certifications
A valid driver's license or state-issued identification card.

Preferred Qualifications
None Specified.

Document(s) Required at Time of Application
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license or state-issued identification card.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District Information Systems Services and other District facilities.

Work Environment

Strength

Sedentary/medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Occasional climbing and crawling. Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, modems, telephones, fax machines, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/14/23
- Created: 02/24/00