

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Database Administration**

Job Code: **3948**

Pay Grade: **007**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree in Computer Science, Math, Engineering or a related field.	
Experience	At least seven years administrating an Oracle database environment using RAC/Grid technology. Responsibilities must have included performing database performance tuning using Oracle Enterprise Manager or other industry recognized tuning software, database schema design, and performance tuning for web based applications that employ PL/SQL and Java in a team environment.	At least five years managing or supervisory responsibility over an Oracle database administration staff. Preferred experience in Higher Education. At least five years experience in managing an Oracle Portal environment. Demonstrated experience with planning Oracle database and Oracle Portal installations and upgrades. Responsibility for developing Database Administrator best practices and database and portal maintenance schedules. Working knowledge of Oracle Linux or Redhat Linux.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This position supervises the university database administration staff. The position is responsible for the comprehensive support of UHCL's Oracle database and Oracle Portal environment including Oracle in-house developed applications. The position is responsible for planning the daily tasks of the UCT Database Administrators, planning the database and Portal upgrades, developing best practices for database administration and performance tuning to ensure maximum Portal and application availability and ensuring that problems are resolved in a timely manner. The position works in conjunction with the server administration staff to plan, acquire, and deploy server technology and software to support the Portal and application environments.

Duties and responsibilities

% Time

Supervise and provide leadership to the Application Development and Database Administration staffs.	30
Resolve portal, application, database problems.	30
Provide database and application design expertise.	20
Review database and application security and migration practices.	10
Define, implement, review database administration practices.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.