

University of Houston – Clear Lake

Position Description

Job Title: **Client Server Database Administrator I**

Job Code: **3935**

Pay Grade: **005** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Management Information Systems or Computer Science.	Master's degree in Management Information Systems or Computer Science.
Experience	Two or more years of comprehensive experience or equivalent combination of education / experience in software development and database programming on a relational database environment using HTML, JAVA, and C or C++. Two or more years experience using PL*SQL, or SQL. One or more years of application design using ORACLE RDBMS or Microsoft SQLSERVER using PL*SQL, C, C++, or JAVA.	Two or more years experience installing, configuring, and administering database systems including ORACLE. Two or more years experience installing, configuring, and administering middle-tier software systems.
License/Certification		

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

POSITION SUMMARY

The Clientserver Database Administrator is primarily responsible for the day-to-day operation, maintenance, and upgrade of the database and middle-tier systems used to deliver a database programming environment to students for academic programs. The Clientserver Database Administrator does not provide direct support to the students or faculty member, but rather ensures that the hardware and software environments are operational and able to be used for academic pursuits. This position will also work as part of the Application Support team to develop web enabled clientserver applications and operating systems infrastructure software using a variety of software development tools and database technologies. The Clientserver Database Administrator possesses a working knowledge of client server application architecture and project planning related to complex operating system integration models and upgrades. The Clientserver Database Administrator has an indepth knowledge of RDBMS technologies such as ORACLE RDBMS or MS SQLServer and a indepth comprehension of C, C++, PL*SQL, JAVA, and Operating System utilities to evaluate and formulate technical project plans and requirements. The Clientserver Database Administrator works with the necessary staff and vendor support personnel, management, and client server integration leads to plan project requirements and timelines. The Clientserver Database Administrator supports the overall efforts of the project team and reviews milestone completion for all assigned projects. The Clientserver Database Administrator provides project statuses to management and communicates project changes to the team members.

Duties and responsibilities

% Time

Administer the database and middle-tier systems that support academic programs.	33
Assist with project tasks.	33
Conduct project and technical reviews.	14

Preparation of program and user documentation.	10
Prepares project status reports and presents at project briefings. Professional training to include attendance at seminars, organized classes, and one-on-one, training with other team members.	10

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