

University of Houston – Clear Lake

Position Description

Job Title: **Client Server DB Administrator III**

Job Code: **3943**

Pay Grade: **007** 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	Four 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 script, JAVA, and C or C++. Three or more years experience using PL*SQL, or SQL. Two or more years of application design using ORACLE RDBMS or Microsoft SQLSERVER using PL*SQL, C, C++, or JAVA. One or more years experience installing, configuring, and administering database systems including ORACLE.	Four or more years experience installing, configuring, and administering database systems including ORACLE. Four or more years experience installing, configuring, and administering middle-tier software systems. Certification as an Oracle Database Administrator.
License/Certification		

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

POSITION SUMMARY

This position will work as part of the Application Support team to develop web enabled clientserver applications and operations systems infrastructure software using a variety of software development tools and database technologies. The Clientserver Database Administrator is also responsible for the day-to-day operation of the database and middle-tier systems. The Clientserver Database Administrator possesses a comprehensive 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 HTML, C, C++ PL*SQL, JAVA, JAVA Script, and NT 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 directs 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

Perform analysis of project requirements and formulates project plans and implementation schedules.	40
Assist with project tasks and mentor project members.	15
Prepares project status reports and leads project briefings. Preparation of program and user	15

documentation.	
Administer the database and middle-tier systems.	10
Conduct project and technical reviews.	10
User training to include one-on-one and organized group classes. 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.