

**JOB INFORMATION**

Effective Date	8/9/2021
Job Code:	3943
Job Title:	Client Server Database Administrator III
Salary Grade/Structure:	007 - Computing
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Information Technology
Job Family:	Application & DB Support
Job Summary	<p>This Client Server Database Administrator III is primarily responsible for the performance and availability of the database environment for the University of the Houston Clear Lake. Plans and performs database maintenance activities to ensure the availability of the university data base environment. Responsible for reviewing and planning the implementation of new releases of database, mid-tier, and application software and patches. The Client Server Database Administrator III is also responsible for overall performance analysis and tuning of the database environment to ensure the database and application environments are performing at their optimum. Works in a consultative position with the Application Development, Infrastructure and Network, Web Development, and Online Learning staffs to identify performance issues or issues affecting database and application availability and to determine and plan the acquisition of computing resources required to maintain the university database environment.</p>

**COMPETENCIES**

## Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	BBA Mgt Info Systems or BS Computer Science	Required	
Master's Degree	MS Mgt Info Systems or MS Computer Science	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years of experience installing, configuring, and administering Oracle database systems	Required	
Some	years of experience using PL*SQL, or SQL	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of experience installing, configuring, and administering Oracle RMAN, RAC, ASM, and Oracle 10G databases	Required	
Less than 3 yrs	of experience installing, configuring, and administering Oracle middle-tier software systems, and experience with Oracle database tuning	Preferred	
Less than 3 yrs	experience with administering Microsoft SQL server, maintaining a Blackboard 9.0 or 9.1 mid-tiers	Preferred	
Less than 3 yrs	experience with Linux; i.e. knowledge of navigating the file system, editing files, and searching for specific file contents	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Certification as an Oracle Database Administrator		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Perform analysis of project requirements and formulates project plans and implementation schedules.	25%
• Assist with project tasks and mentor project members.	10%
• Administers the database and middle-tier systems.	30%
• Conduct project and technical reviews.	10%
• Prepares project status reports and leads project briefings.	10%
• Preparation of program and user documentation.	5%
• User training to include one-on-one and organized group classes.	5%
• Professional training to include attendance at seminars, organized classes, and one-on-one, training with other team members.	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

## Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## Travel Requirements

Estimated Amount	Brief Description