



## Savannah State University Position Description – Database Administrator

### **POSITION DESCRIPTION**

Position Title: Database Administrator FLSA Status: Exempt  
Reports to: Systems Manager  
Department: Computer Services and Information Technology  
Date: December 2006  
Prepared:

### **BASIC FUNCTION**

The incumbent in this position performs all management functions for the Oracle database, supports the Banner and PeopleSoft enterprise applications, administers the Unix and Solaris server environment, and serves as the Webmaster. The incumbent also develops, modifies, and tests sequel scripts queries and implements advanced report designs in an Oracle/Unix and a client-server environment. In addition, this position is designated to provide other program support to users from multiple departments within the university.

### **NATURE & SCOPE**

Reporting directly to the Systems Manager, this position must apply strong application and programming skills to consider alternative solutions within substantially diversified and established procedures and standards. Serving as a member of the SSU team composed to manage application and hardware deployment, the incumbent must interact with the team through the initialization, development and implementation of these applications.

The incumbent frequently interacts with the Systems Manger, Enrollment Management and other functional users. Daily tasks include managing Oracle and Unix accounts, performing system back ups, resolves functional issues, developing interfaces between enterprise applications and auxiliary services. The Systems Manger assigns work for this position in addition to handling the flow of user requests.

### **PRINCIPAL ACCOUNTABILITIES**

- Develops, modifies, tests and implements advanced reports
- Administers Oracle database, Unix/Solaris and Web servers
- Interprets, analyzes and documents user information requirements
- Develops interfaces for auxiliary system
- Investigates and resolves production problems
- Performs back procedures on all Unix/Solaris systems

### **SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED**

This position requires a four-year college degree in addition to strong application skills in SQL, PL/SQL, SQL PLUS, and Oracle database understanding, knowledge of UNIX System, Crystal Reports, Microsoft applications, strong strategic thinking, communication skills and analytical skills.



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