

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	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.

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 administrating 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
<ul style="list-style-type: none"> Analytical Skills: Must be able to analyze database and application error messages and performance statistics to maintain the database and application environment. Must be able to analyze software requests to determine the requirements and impacts of the request on the database and application environment. Must be able to analyze software problems from user problem descriptions or from programmatic feedback in order to construct a solution. 	Skilled
<ul style="list-style-type: none"> Interpersonal Skills: Must be able to work well with demanding user requests and users with little or no computer experience. Must be able to interact and communicate well with all levels of UHCL staff on a daily basis. 	Skilled
<ul style="list-style-type: none"> Communication Skills: Must have strong ability to communicate verbally and in written form. Must be able to communicate relevant computer technical processes and terms to users using common English. 	Skilled
<ul style="list-style-type: none"> Task Management: Must be able to handle multiple technical tasks at one time, including daily user support issues. Must be able to prioritize the criticality of user problems. 	Skilled
<ul style="list-style-type: none"> Research Skills: Must have the ability to research problems to the lowest level including analyzing and interpreting output from software applications. 	Skilled
<ul style="list-style-type: none"> Must be able to work under pressure and tight deadlines. Must be able to respond to critical interruptions in a positive manner. 	Skilled
<ul style="list-style-type: none"> Equipment Skills: Must be able to operate a computer screen terminal/personal computer with a keyboard. Must be able to operate basic functions of a computer printer. 	Skilled
<ul style="list-style-type: none"> Availability to work weekends and off-hours when necessary to perform upgrades or maintenance or to respond to system performance or availability issue. 	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Perform analysis of project requirements and formulates project plans and implementation schedules. 	25%
<ul style="list-style-type: none"> Assist with project tasks and mentor project members. 	10%
<ul style="list-style-type: none"> Administers the database and middle-tier systems. 	30%

Essential Functions

Essential Function	% TIME
• 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			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
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