

GEORGETOWN UNIVERSITY		PIN:
INFORMATION TECHNOLOGY POSITION DESCRIPTION		Date:
CLASS TITLE: DATABASE MANAGEMENT Possible Functional Titles: Database Administrator; Database Manager; Database Specialist		
Please check one: <input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Updated for files only		

A. General Information:

Name of Incumbent:	
Class Code: 2276	Departmental Position Title:
Supervisor (Name, Title and Phone):	
Home Dept.#:	Dept. Name:
Cost Center(s):	
Is this a Term position? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Exp. Date:
Number of months per year:	Number of hours per week:

B. Position Summary: *This should explain why the position exists. Choose one level only which describes how the position functions 80% of the time.*

<p>This position performs management of centralized or de-centralized administrative databases.</p> <p><input type="checkbox"/> Intermediate Level - position requires advanced planning skills and knowledge to perform moderately complex functions for the successful management of these databases and related objects in the areas of database security, availability, recoverability, performance and software installation. It assists in resolution of database related problems searching for solutions within an area of learned things. Receives periodic direction and very general supervision.</p> <p><input type="checkbox"/> Advanced Level - position requires advanced planning skills and knowledge to perform complex functions for the successful management of these databases and related objects in the areas of database security, availability, recoverability, performance and software installation. It is responsible for the resolution of database related problems, requiring analytical, interpretive or evaluative thinking. Receives periodic direction and little guidance.</p> <p><input type="checkbox"/> Senior Level - more complex level, this position performs high level management and administration of a mission-critical database. The functions are very complex and the environment more broadly defined. Incumbent has overall responsibility for the successful design, implementation and management of the database including assuring database: security, availability, recoverability and optimum performance. Position works under general direction to plan, develop and implement functions &/or projects.</p> <p>In a small environment (i.e. database serves one office or department, may be single user or multi-user), this position combines the roles of systems analyst, applications programmer, and database administrator on a relatively small scale as compared to mainframe-based database management systems requiring the closely coordinated efforts of multiple staff. Duties may include planing, designing, implementing, and maintaining personal computer or server based databases.</p>
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C. Organizational Characteristics: *Please attach organizational chart.*

Organizational Unit:
Reporting Responsibilities:
Supervisory Responsibilities:

D. Principal Accountabilities: Duties listed are progressive. Select only those duties which directly apply to the position you are describing. You may expand on the wording of a function to meet the needs of your position. Indicate percentage of effort (time) required. Percentages must equal 100%. You must check whether an accountability is Essential (E) or Non-Essential (NE) for Americans with Disabilities Act purposes. Please check whether task is performed (D)aily, (W)eekly, (M)onthly or on a (P)eriodic basis.

<input type="checkbox"/> 1. (%)	General Administration	
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Researches, evaluates, and specifies database computing hardware and software
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Assign responsibility for data collection, data editing and data verification.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Ensure data integrity and data consistency.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Responsible for security administration, including setting and enforcing policy and procedure for data access.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Prepare reports using SQL.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Ensure that databases are properly backed up and recovery procedures established and adhered to in a mission-critical environment.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
<input type="checkbox"/> 2. (%)	Systems Analysis, Database Design and Planning	
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Consults with end-users to determine general database needs.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Consults with end-users to define data elements and business rules.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Designs fields, records and tables for database
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Responsible for database planning including logical and physical database design. Researches, evaluates and specifies system configuration.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Responsible for data element definition, data modeling and creation and maintenance of data dictionary/repository.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Responsible for preparation of entity-relationship diagrams.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Responsible to design database tables, determine primary, secondary and other keys, define indexes. Defines directory structure, sets database options.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Determines and provides for appropriate data storage strategies and requirements.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Anticipate needs, plan for future database enhancements/upgrades in response to industry trends and user needs. Continually research, analyze and evaluate trends in database technology.

	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Advises senior management to help set strategic and tactical vision for information resource management.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
<input type="checkbox"/> 3. (%)	Database Installation/Implementation	
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Responsible for database software installation.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Responsible for database creation.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Responsible for importing data into database. May involve complex data conversion from legacy systems.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Assure provision of necessary resource requirements (such as disk space and memory requirements).
<input type="checkbox"/> 4. (%)	Provide for Creation of Stored Procedures and Functions.	
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Provide for creation of new or changes to existing data elements, fields and records.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Provide for communication between databases and systems using middleware software systems.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Install and test upgrades to database and related software.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
<input type="checkbox"/> 5. (%)	Database Management	
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Adds, updates, or modifies database records and tables.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Creates and implements database back-up policy and procedure. Restores database, files or records as required
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Uses Applications Programming Interfaces to create customized database applications.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Provides training, technical services, advice and guidance to programming staff and end-user community in database use and access.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Enforce programming standards.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Optimize SQL queries for best database performance.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Monitor system performance and ensure that databases are properly tuned and optimized for efficiency and user satisfaction.
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Provide for and participate in cross-training to ensure that database services continue to function adequately in the absence of any staff member.
<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	Report to senior management on database issues, prepare oral and written reports of monitoring or database functions.	
<input type="checkbox"/> 6. (%)		
<input type="checkbox"/> E <input type="checkbox"/> NE	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	
	<input type="checkbox"/> D <input type="checkbox"/> W <input type="checkbox"/> M <input type="checkbox"/> P	

E. Dimensions:

Number of Persons Supervised:	Direct:	Indirect:
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Number of Students Supervised:	Direct:	Indirect:
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Leadership: *Check the most descriptive statement for the job as a whole.*

- | | |
|-----------------------------|---|
| <input type="checkbox"/> 1) | “Work/Project Leader”: answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others. |
| <input type="checkbox"/> 2) | “Team Leader”: advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks. |
| <input type="checkbox"/> 3) | Supervisor: <u>participates</u> in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks. |
| <input type="checkbox"/> 4) | Supervisor: <u>solely responsible</u> for hire/fire decisions; performance appraisals; employee training and development; handles disciplinary problems. This person will be evaluated on these decisions. |
| <input type="checkbox"/> 5) | Supervisor: responsible for multiple units or areas, each with supervisors who have hire/fire authority. |
| <input type="checkbox"/> 6) | Not applicable to this position. |

Complexity of Work: *Check the most descriptive statement*

- | | |
|-----------------------------|---|
| <input type="checkbox"/> 1) | Routine: Primarily deals in one singularly directed functional area. Awareness of related areas is not significant. |
| <input type="checkbox"/> 2) | Semi-complex: Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability becomes prevalent. |
| <input type="checkbox"/> 3) | Complex: Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required. |
| <input type="checkbox"/> 4) | Very Complex: Involves complicated bodies of knowledge/functions that differ substantially from each other. |

Freedom of Action: *Check the most descriptive statement*

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|-----------------------------|--|
| <input type="checkbox"/> 1) | General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor. |
| <input type="checkbox"/> 2) | Very General Supervision: Resolves most questions, accomplishes most tasks without guidance. |
| <input type="checkbox"/> 3) | Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisor. |
| <input type="checkbox"/> 4) | Plans, develops, and implements functions/projects for functional unit(s) or team(s). |
| <input type="checkbox"/> 5) | Other (explain): |

Impact: *Check the most descriptive statement*

- | | |
|-----------------------------|--|
| <input type="checkbox"/> 1) | Decisions could positively or negatively affect the immediate work, individual user or group of users. |
| <input type="checkbox"/> 2) | Decisions could positively or negatively affect a large group of users, entire department, or networked systems. |
| <input type="checkbox"/> 3) | Decisions could positively or negatively affect multiple departments. |
| <input type="checkbox"/> 4) | Other (explain): |

Interactions: *Check the most descriptive statement and describe contacts*

- | | |
|---|---|
| <input type="checkbox"/> 1) | Exchange basic information and normally requires ordinary courtesy and effectiveness in informing others. |
| <input type="checkbox"/> 2) | Exchange and interpret information requiring understanding to influence others. |
| <input type="checkbox"/> 3) | Exchange, analyze, and interpret information requiring various approaches to influence others. |
| Describe the people with whom this position has regular contact. Identify level and title of GU positions or describe persons outside GU: | |

Fiscal Responsibility:

Budget responsibilities (creation or disposition) or salary dollars:
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Capital inventory affected:

Physical Working Conditions: *Describe physical environment, lifting, walking, fumes, odors, etc.*

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F. Minimum Qualifications:

Academic Level: <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate Degree Program (list):
Practical Experience in Years: <i>Check appropriate box and fill in type of experience required.</i> <input type="checkbox"/> 1) Intermediate level ... 3-5 years work experience in... <input type="checkbox"/> 2) Advanced level ... 5-7 years work experience in... <input type="checkbox"/> 3) Senior level 7+ years work experience in...
Technical Qualifications or Specialized Certification:
Other Skills:

G. Additional Information About this Position:

Supplementary information as applicable. List responsibilities that have changed since the last position description was done, or reasoning behind creating a new position. List all special skills required, characterized as mandatory or desired.

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H. Signatures:

Incumbent:
Supervisor:
Dept. Head or Authorizing:

Attach Organizational Chart