



## **Job Title**

Technician / DBA

**Date** 05/01/2008

## **Mission of the Role**

Responsible for supporting and maintaining real-time mission critical decision support systems and databases.

## **Selling Points**

Great opportunity to work with largest provider of software solutions for the corrections industry in this country. Located in a small market with a low cost of living. You will have the ability to get on board with a growing company with the opportunity of upward mobility. Full benefits package and training available.

## **Accountabilities**

### **Description Importance**

### **Comments and Rating**

Perform routine and customary operational activities to ensure a stable database environment

- a. Monitor database logs, events, storage needs
- b. Evaluate and optimize database indexing and table structures
- c. Analyze application usage and make recommendations regarding future database needs and requirements

Maintaining sound backup policies and procedures

- a. Monitor and perform backup tasks for all production databases
- b. Evaluate and improve on backup policies and procedures on a regular basis



Interact with system administrators, application developers, and business process leaders

- a. Respond to the needs and questions of administrators, developers, support, and service on problems or issues, whether in-house or client related
- b. Provide technical leadership for understanding advanced database configurations, clustering, etc.
- c. Effectively interact and communicate as part of a team
- d. Able to produce reports, documentation, white papers, and plans
- e. Define non-functional requirements for application development teams relative to the organization's operational environment

Defining and implementing access controls to information contained within the databases

- a. Regularly evaluate security controls and access levels
- b. Make recommendations for enhancing and improving security policies

Configuring, installing and upgrading server software

- a. Install and upgrade database system software as needed
- b. Define recommended database installation parameters and install procedures
- c. Apply patches as when after evaluating need, impact, and testing.

Acquire and maintain certifications for Oracle Database and Microsoft SQL Server

Assist in the development and implementation of policies and procedures related to network hardware, software acquisition, use, support, security, and backup.