

Job Description

Job Title: Database Administrator 1
Reports To: Lead Database Administrator
Department: Data Administration
Division: Information Technology

Job Grade: IT04
FLSA Status: Exempt

SUMMARY: This entry-level role provides foundational support in designing, maintaining, and monitoring organizational databases to ensure secure, reliable, and timely access to data. The Database Administrator 1 assists with routine database operations, supports performance monitoring, and works alongside experienced team members to develop database administration skills while contributing to team objectives.

ESSENTIAL FUNCTIONS:

1. Collaborates with database administrators, developers, and business teams to support database-related requirements and solutions.
 2. Assists in maintaining database environments, including development, testing, and production systems.
 3. Performs routine database administration tasks including backups, restores, index maintenance, and data updates.
 4. Writes and maintains SQL scripts and automation scripts (e.g., PowerShell, Python) to support database maintenance, monitoring, alerting, and operational tasks.
 5. Monitors database performance; identifies and escalates issues such as failed jobs, blocking, or connectivity issues.
 6. Assists with implementing and maintaining database security, access controls, and compliance with organizational standards.
 7. Assists in database changes, including deployments, schema updates, and SQL updates within the system development lifecycle.
 8. Ensures database recoverability through backup validation, disaster recovery procedures, and automated recovery processes.
 9. Validates database changes and system integrations through comprehensive testing activities, including DBMS utilities and software releases.
 10. Apply database administration best practices, standards, and procedures; gather and maintain knowledge of database standards.
 11. Translates logical database designs into physical database implementations and manage ongoing database operations.
 12. Leverages AI and emerging technologies to improve and automate database support activities and functions.
 13. Communicates work progress, issues, and risks to team members and leadership; perform other duties as assigned.
 14. Performs other duties as assigned.
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KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL FUNCTIONS*

Education

<ul style="list-style-type: none">• High school diploma or GED	<ul style="list-style-type: none">• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
<ul style="list-style-type: none">• Bachelors in related field OR Bachelors in any field and database specific training	<ul style="list-style-type: none">• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

Direct relevant experience can be substituted for education (if applicable)

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| <ul style="list-style-type: none">• 4 years of related experience in addition to the requirements in the Experience section below |
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Qualifications

• Takes initiative to identify problems and complete tasks in a proactive manner	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Demonstrates initiative and willingness to learn	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Team player with strong sense of self-motivation	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Driven to learn new technologies with the ability to apply them to solutions at OPERS	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Strong problem-solving skills	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Customer service attitude	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Ability to follow established OPERS database standards, procedures, and security practices	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Strong interpersonal skills	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
• Strong written and verbal communication skills	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred

Experience

• Demonstrated proficiency in the technologies listed in the skill set matrix below	• <input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred
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Certifications/Licenses

• No Certifications/Licenses	• <input type="checkbox"/> Required <input type="checkbox"/> Preferred
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Skill Matrix

Database Administrator 1 Skill Matrix	
SQL	Required
Relational Database Concepts	Required
Scripting (PowerShell, Python, or similar)	Required
Query Optimization and Performance Analysis	Strongly Desired
Database Monitoring & Troubleshooting	Strongly Desired
Microsoft 365, Teams	Strongly Desired
SQL Server	Strongly Desired
Database Management Tools	Desired
Source Control Software (GIT)	Desired
Agile Methodology	Desired
Java (or similar object-oriented language)	Desired
Database Security Principles	Desired
Database Backup and Recovery Concepts	Desired
Application Performance Monitoring	Desired
Automation Tools and Scheduling	Desired
Database Change Request Software	Desired

Physical Requirements* (if applicable)

• Not Applicable

***Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. If repetitive physical movement is required to perform the essential functions of the position, please discuss with HR**

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DISCLAIMER: *The above statements are not intended to be construed as an exhaustive list of all duties, skills and responsibilities required.*

