

LOA SALARIED JOB DESCRIPTION

Job Function

Database Specialist/Administrator

Job Profile

J001504 - LOA Salaried-Computer and Mathematical

PURPOSE

The database specialist designs, develops and maintains complex databases. The position establishes and implements database procedures and standards and ensures performance, security and integrity. May serve as project manager to define scope and plans, and may direct, schedule and organize project teams.

ESSENTIAL FUNCTIONS/PRIMARY DUTIES

- Develop and translate data models into a physical database implementation.
- Develop and maintain validation rules and custom workflow, and design and configure user interface to meet user requirements.
- Develop database program and project scope and implementation plans, facilitate and lead design and process improvement to identify business and user requirements, and assesses feasibility of program and project implementation with UNLV operations; and/or develop recommendations for operational, policy, and/or procedural changes.
- Assist in the creation of development, test, and validation environments; and, may assist programmers/developers in building and editing testing data or other staff as needed in the installation, evaluation, configuration, operation, troubleshooting, maintenance, upgrade, and migration of computer hardware, software, servers, networks, and other technologies and equipment.
- Provide expert insight and planning of database and application infrastructure and integration of data and application functionality with other specialized UNLV applications.

MINIMUM QUALIFICATIONS

Bachelor's preferred. 2 years preferred.