***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Assistant Director, Database Services**

Job Family: Information Technology Sub Family: IT - Database

**Job Summary:**

Responsible for ensuring design, maintenance, and implementation of ERP or mission critical database management systems, which provides with orderly methods of data storage and controlled access to data. Possesses technical expertise to provide strategic direction and leadership to Database Administrators and IT Specialists and manage the design and development of the database environment. Ensures their activities to support existing applications and development/implementation of new applications. Develops and implements policies and procedures, and has responsibility for the integrity and security of database systems. Collaborates with upper level leadership to ensure highly available/ quality service.

**Essential Functions:**

* Ensures the design and installations of ERP or mission critical database management system applications and the establishment of the appropriate linkages of existing ERP or mission critical database applications and to other IT systems. Maintains, enhances, and monitors databases to ensure optimum operations. Assist with ERP or mission critical application upgrades to support new applications.
* Ensures the development of a backup and recovery scheme for the ERP or mission critical database environments and the development and implementation of the disaster recovery and business continuance procedures. Implement and enforce appropriate data integrity and security mechanisms.
* Supervises, evaluates, and manages Database Administrators. Provides technical assistance and guidance to IT Staff on database management and application performance tuning and efficiencies.
* Provides strategic direction, guidance, and integration of ERP or mission critical products and services. Analyze data requirements and recommends enhancement and modifications to systems.
* Designs, develops, and documents data models and structures to ensure support to current and future applications.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Information Technology, Computer Science, Systems Administration, Computer Engineering or a related field.

Experience: Five (5) years experience in development, implementation and mainte nce of ERP database systems across multiple platforms

Supervisory: Two (2) years of direct supervision or responsible for training, work coordina tion, and monitoring work of others.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0740I

SOC Code: 151141 IPEDS: Computer

EEO6 Code: Professional State Code: 9445011

USM eCode: E23074 AAP Code: 3A