

Position Title:	Senior Database Administrator	Classification:	IS27
Department:	Technology Services	Job Code:	90000664
Work Unit:	Managed Enterprise Platform Services	Job Title:	Info Systems Officer IS27
Manager Title:	Director, Managed Enterprise Platform Services	Last Updated:	May 15, 2025

DEPARTMENT OVERVIEW

Advanced Solutions Technology Services is responsible for providing cost-effective management, delivery, and support of IT operations to core government ministries, program managers and government employees. Technology Services is also responsible for understanding the business objectives, future directions, and unique requirements of the programs it supports.

Technology Services provides services to core government ministries, Crown corporations and broader public sector organizations, and over 30,000 government employees. In support of government objectives to lower costs and improve service delivery, these clients have formed a partnership with Technology Services to receive reliable and cost-effective services for the benefit of the citizens and businesses they serve across British Columbia.

DESCRIPTION

Advanced Solutions provides the delivery and support of the BC Government's hosting infrastructure. The provision of infrastructure services includes maintaining and enhancing the stability of the IT hosting infrastructure, including; database services; shared middleware application services and support. The Managed Enterprise Platform Services team is responsible for the management and operations of the shared infrastructure platform services.

The Senior Database Administrator is responsible for planning and managing the database management services for a number of clients within multiple environments. The Database Administrator (DBA) position within ESIT Advanced Solutions is responsible for providing expert technical support in the development and implementation of client databases and infrastructure supporting the databases, ensuring interoperability with all related infrastructure components, adherence to standards, effectiveness and relevance to company and client programs. The DBA will follow IT industry developments, research program requirements, liaise with company Architects, Planners and Client Service Representatives, and clients as well as promoting the implementation and operations of the client database infrastructure.

ACCOUNTABILITIES/DELIVERABLES

1. Provisions of Technical Expertise:

- Analyze business requirements related to availability and performance to develop and implement operational strategies, migration approaches, and system policies tailored to diverse environments.
- Provide expert guidance in the development of physical database design standards and contribute to the creation and review of technical project plans, including risk and impact assessments during all implementation phases.
- Lead issue resolution efforts involving database systems, collaborate with infrastructure teams, and liaise with clients to ensure optimal performance and adherence to organizational standards.
- Offer technical consulting on best practices for database architecture, operating systems, security models, data loading processes, and conversion procedures, including the evaluation and integration of new technologies.
- Maintain continuous 24x7 availability and optimal performance of **Oracle, MS SQL Server, PostgreSQL, MySQL, and MariaDB** environments; coordinate with Oracle and Microsoft support teams as needed and participate in rotational on-call support and middleware deployment activities.

2. Database Environment:

- Recommend and define physical database architecture to meet organizational standards for performance, backup, and recovery, ensuring optimal design for scalability and maintainability.
- Install, configure, and upgrade **Oracle, MS SQL Server, and other RDBMS technologies** to meet evolving application demands and compliance standards.
- Tune and adjust databases and associated infrastructure regularly for optimal performance, monitor usage trends, and forecast future resource needs.
- Manage change processes and scheduled outages; maintain rigorous documentation for standards, operating procedures, and client-specific administrative guides.
- Respond promptly to database outages, conduct root cause analysis, lead recovery efforts, and document preventive strategies; support disaster recovery and data security planning, and provide guidance throughout the application lifecycle, from development through deployment.

3. Business Relationships:

- Engage proactively with clients to assess needs, gather requirements, and deliver customized solutions aligned with business goals.
- Evaluate existing service delivery models and operational processes, identifying opportunities to enhance efficiency and reduce costs.

4. Other Related Duties:

- Share technical knowledge with DBA teams, participate in knowledge transfer sessions, track and report time, maintain technical skillsets, and perform other assigned tasks as required to support the database environment.

5. Business Skills:

- **Project Management** – Contribute effectively to project teams by following through on deliverables and ensuring timelines are met.
- **Collaboration** – Foster strong working relationships through active knowledge sharing, teamwork, and innovation. Offer value-added input, support enterprise-wide communication, and work closely with multi-disciplinary teams to troubleshoot and resolve complex performance issues (e.g., storage, networking, application integration).

SUPERVISORY RESPONSIBILITIES

Type of Report	#	Type of Report	#
Direct (directly supervises assigned staff)	0	Indirect reports (supervises through subordinate supervisors)	0

PROJECT/TEAM LEAD OR TRAINING RESPONSIBILITY

Role	Y/N	Role	Y/N
Supervises students or volunteers	N	Provides formal training to other staff	Y
Leads project teams	N	Assigns, monitors, and examines work of staff	N

FINANCIAL RESPONSIBILITY

Assist with analyzing existing services and work practices and identifies and recommends potential areas of cost-savings.

SELECTION CRITERIA

Education and Experience

- Bachelor Degree in computer science and five years of related experience OR; Diploma in Computer Science and six years of related experience OR; equivalent combination of formal training and experience;
- Experienced in Oracle and Microsoft SQL Server, with a proven track record of managing large, complex environments featuring high availability and disaster recovery solutions. Skilled in supporting mission-critical systems in a 24x7 operational model.
- Experience with other RDBMS platforms such as PostgreSQL, MySQL, and MariaDB is considered a strong asset.
- Certification in current Oracle, SQL Server, PostgreSQL, MariaDB, or MySQL platforms is strongly preferred and reflects technical proficiency across multiple RDBMS technologies.

Related experience must include:

- Minimum 5 years' experience as an Oracle and MS SQL Database Administrator;
- Minimum 2 years' experience as an PostgreSQL, MariaDB, or MySQL Database Administrator;
- Experienced working in a fast-paced implementation environment;
- Extensive database performance tuning experience.

Knowledge, Skills and Abilities

- Experienced in all subject areas and professional practices with regards to all mentioned RDBMS systems
- Strong analytical and troubleshooting skills;
- Experience with UNIX/LINUX troubleshooting, scripting and security
- Ability to lead positive and effective client interactions and deal with highly sensitive and time bound client demands;
- Working knowledge of ITIL processes and tools;
- Sound knowledge of and experience in incident and change, service availability and continuity management processes
- Ability to work effectively in a fast-paced environment;
- Ability to be flexible within the work environment and work alone or as a team player;
- Pragmatic, result-oriented, pro-active;
- Excellent interpersonal, oral and written communication, and presentation skills;
- Strong organizational skills including demonstrated tenacity for following up with team members and leadership on outstanding items;
- Ability to multi-task, work under pressure, meet deadlines, and effectively prioritize;

- Ability to establish strong and effective working relationships at all levels and participate effectively.

OTHER REQUIREMENTS

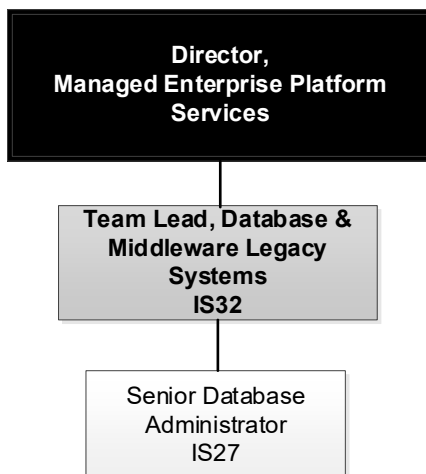
- May require overtime work, including evenings and weekends;
- May require on call support on a rotational basis.
- Will be required to get enhanced background screening due to CRA file access

REQUIRED COMPETENCIES

All Advanced Solutions employees are required to display the following competencies:

- | | |
|-----------------------|----------------------------|
| • Customer Focus | • Building Effective Teams |
| • Integrity and Trust | • Priority Setting |
| • Ethics and Values | • Decision Quality |
| • Motivating Others | • Business Acumen |
| • Drive for Results | • Organizing |

DEPARTMENT STRUCTURE



WHAT WE OFFER:

All Advanced Solutions employees are required to display the following competencies:

Salary Package

- Employment Type: Full time, Regular
- Union/Non-Union: Union-BCGEU
- Salary Grid Level: Level 27 Schedule 2
- Annual Salary: \$111,370.90 - 127,197.57
- Office Location: Victoria, BC - Hybrid

Benefit Package

- 15 Vacation days, with entitlement increases with service
- Maternity, Parental and Pre-Adoption Leave with option for top up
- Employee Assisted Program including paid counselling services for you and your family
- Paid sick leave for when life happens
- Extended health and dental
- Public Service Pension plan, matched by Advanced Solutions
- Excellent Rewards and Recognition Program