

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES This is a non-career term job with the Metropolitan Washington Airports Authority (Airports Authority). Serves as an Oracle E-Business Suite (EBS) Applications Database Administrator in the Technology Operations Department of the Office of Technology (Office). Configures, monitors, troubleshoots, performance tunes, clones, patches, and upgrades the Oracle Enterprise Resource Planning (ERP) applications for effective business operations and administration. Performs related functions.

--Performs Oracle EBS Applications database administration (DBA) tasks including patching, creating backup and recovery strategies, upgrading, performance tuning/optimization of Oracle EBS systems for recoverability, security, confidentiality, and integrity to ensure that: (a) EBS applications and database configurations meet Oracle ERP goals, Oracle EBS requirements, and Airports Authority standards; (b) patches are applied on a timely basis; (c) data integrity and security are maintained; (d) backups are performed as scheduled or deemed necessary; and (e) upgrades are made.

--Utilizes (a) Oracle EBS R12 Applications DBA (AD) utilities to perform maintenance of the multi-node e-Business Suite environment with Shared File System, managing and administering Concurrent Managers, Concurrent Programs, Request Sets, Request Groups, Workflows, and troubleshooting Workflow Mailer/Notification issues; (b) Oracle Real Applications Clusters (RAC) to maintain a clustered database to provide performance, scalability, and resilience with Oracle Automatic Storage Management (ASM) and Oracle Cluster Ready Services (CRS) in a Linux operating system (O/S); (d) Oracle Recovery Manager (RMAN) and Data Guard for backup and disaster recovery; (e) Oracle Application Manager (OAM) and Oracle Enterprise Manager (OEM) Grid Control for proactive monitoring and notification of system status; and (f) Procedural Language/Structured Query Language (PL/SQL) packages, shell, and Perl scripts for task automation.

--Performs administration and maintenance of the Oracle Service Oriented Architecture (SOA) Suite, Oracle Hyperion, Oracle Business Intelligence (OBIEE), and Oracle WebLogic Server to support Oracle ERP system integration with legacy systems.

--Reviews, develops, recommends, enforces, and adheres to database policies and standards for the Airports Authority; these policies and standards include policies and procedures on high availability, replication, archiving, access, and security. Develops new standard operating procedures (SOPs) for Oracle EBS application software installation and configuration including high availability and disaster recovery solutions.

--Proactively monitors, tests, and reports on Oracle EBS system integrity, security, and compliance measures. Identifies opportunities to upgrade or replace software to meet the current and future requirements of business areas and end-users, researching and evaluating potential solutions by coordinating with functional analysts, developers, and other technology personnel within and outside the Airports Authority. Recommends changes, and participates in the implementation and follow-on management of upgrades or replacements.

--Evaluates critical Oracle EBS security issues (content, internal controls, access levels, etc.) and makes recommendations, such as disaster recovery plans and upgrades to new versions of Oracle EBS R12 or successor releases.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, and support staff), contractors, and vendors.

--Uses a computer and (a) modern office suite software for various applications such as, but not limited to, planning/scheduling, communicating (email), word processing, data manipulation (databases and spreadsheets), charts/graphics and presentations; (b) enterprise systems/software (such as ERP) to collect, store, manage and interpret data from business activities; and (c) specialty systems/software (Oracle EBS) used in the Office for database administration.

--May use a sedan or other vehicle landside to get to/from server locations, attend meetings, etc.

--*Performs other duties as assigned.*

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A Bachelor's Degree in Information Technology, Computer Science or a field that provides a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience and training that totals four years.
2. Seven years of progressively responsible experience in Oracle EBS R12 Applications Database administration including experience working with: (a) AD utilities for maintenance of multi-node e-Business Suite environment with Shared File System, managing Concurrent Managers, Concurrent Programs, Request Sets, Request Groups, and Workflows; (b) maintenance, upgrade and patching of RAC enabled databases, performance tuning, sizing and capacity planning, backup and recovery using RMAN and Data Guard; and (c) administration and maintenance of the Oracle SOA Suite, Oracle Hyperion, and Oracle OBIEE, including Oracle WebLogic Server.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two of these seven years of experience (MQ 2) on a week-to-week basis provided the education and training provide evidence of the knowledge, skills and abilities required by items 2(a) through 2 (c).

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. Experience working with (a) Load Balancers for Oracle Applications; (b) Lightweight Directory Access Protocol (LDAP) integration; and (c) Secure Sockets Layering (SSL).

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Comprehensive expert level knowledge of Oracle EBS R12 application administration, including installation, configuration, cloning, and upgrades, using Oracle EBS R12 Applications DBA (AD) utilities and other tools to apply patches and system updates.
2. Knowledge of the multi-node EBS environment to administer Concurrent Managers, Concurrent Programs, Request Sets, Request Groups, and Workflows and troubleshooting Workflow Mailer/Notification issues.
3. Expert level knowledge of Oracle 11g database administration, maintenance, security implementation, upgrade and patching, database performance tuning, sizing and capacity planning, database backup and recovery in a Linux O/S using RMAN and Oracle export/import utilities, administration, and maintenance to provide backup and disaster recovery.
4. Knowledge of installation, configuration, and maintenance of multi-node Oracle RAC enabled databases, including Oracle ASM and Oracle CRS management. Knowledge of PL/SQL packages, shell, and Perl scripts for task automation, and proactive database monitoring and notification using Oracle OEM Grid Control.
5. Knowledge of administration and maintenance of the Oracle SOA Suite, Oracle Hyperion, and OBIEE, including Oracle WebLogic Server to support Oracle ERP system integration with legacy systems.
6. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems and identify relevant information. An example includes ensuring that databases are tested for security and integrity consistent with Oracle EBS requirements.
7. Skill in written communication to understand written information (facts, descriptions, ideas, concepts, conflicting assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will

understand, and concerning some issues, be convinced or persuaded. Examples include reviewing and editing established database policies and procedures and developing new SOPs for database software installation and configuration.

8. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand. This includes the ability to encourage oral communication by others. Examples include exchanging routine and non-routine operational and procedural information and technical information to co-workers and Office management.
9. Skill in using a computer and (a) modern office suite software (such as MS Office) to plan, schedule, communicate, word process, process mapping, prepare and develop reports, and perform research (Internet use, as in searching for performance information and keeping up with technology); (b) enterprise systems/software (such as ERP) for collecting, storing, managing, and interpreting data from business activities; and (c) specialty systems/software used in the specialty systems/software used in the Office for database administration.

RESPONSIBILITY Is responsible for configuring, monitoring, performance tuning, cloning, troubleshooting, and patching the Oracle EBS system. Work ensures that the Oracle EBS system remains operational and the applications it supports continue to support the Airports Authority operations.

Reports to the Manager, Enterprise Database Operations (Supervisor). The Supervisor assigns ongoing functional responsibilities and makes special assignment within a framework of established database objectives, programs and priorities and results desired. The incumbent plans and carries out work independently within this framework, keeps the Supervisor informed, and brings highly complex or highly sensitive matters to the immediate attention of the Supervisor; however, the incumbent is expected to take a thorough and thoughtful approach to problem solving and present complexities/sensitivities with options for action. Work is expected to be complete, thorough, accurate, and adequate for the purposes of improving database structure and is subject to review in process and upon completion, in terms of quality, quantity, timeliness, customer service, teamwork, adherence to requirements, and other factors, including attainment of specified performance management goals and objectives.

Guidelines include, but are not limited to, vendor software configuration and enhancement guidelines, Oracle IT enterprise architecture, Oracle EBS R12 applications database administration tools and techniques, Linux O/S architecture; government regulations concerning legally confidential or sensitive data; and IT security requirements and standards (such as EBS module configuration, EBS R12 table structures, and roles and responsibility definitions). Some guidelines require strict adherence. Others leave room for or require adaptation/adjustment to specific situations. The incumbent uses independent judgment to select and apply or adapt and adjust guidelines to particular situations.

EFFORT The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files, etc. Incumbent may sit for extended periods while performing desk work; moves about to visit server facilities, etc. Constantly uses a computer

to access databases, develop reports, and perform other tasks; operates other office equipment. Reviews computer printouts that contain small print. Frequently exchanges information by telephone. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in an adequately lighted, ventilated and temperature controlled office and conference rooms.

OTHER SIGNIFICANT JOB ASPECTS Must be able to work varied schedule of days and outside normal 8am-5pm business hours for scheduled and emergency maintenance and/or upgrades as well as standard on-call rotation. Is subject to hold-over and recall for IT emergencies and may need to work nights and weekends depending on operational requirements and other factors.