DATABASE ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the Technical Director, plans, prioritizes and supervises the accessibility and manipulation of the District databases; maintains responsibility for District databases related to policies, procedures, software utilities, performance, security, and recovery; assist in the development of policies and procedures; implements policies and procedures; performs analysis on complex database systems; and performs other related work as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Recommend and assist in the development and implementation of department goals, objectives, policies and procedures.

2. Analyze and recommend approach and time frame for vendor release upgrades and installations.

3. Collaborate with users in the construction of testing procedures to ensure accuracy of information systems and data integrity.

4. Manage and maintain databases on central and college servers including instance capacity planning and implementation, procedures, tools for access, and monitoring and tuning of District databases to ensure ongoing operation and access.

5. Design, develop and analyze installation checklists and benchmarks for testing new software releases; prepare and maintain documentation for database maintenance, backup and recovery procedures.

6. Plan, develop, implement, and administer disaster recovery plans for the database environment to ensure database integrity.

7. Assist in Administrative Information Systems application support and maintenance.

8. Implement upgrades, patches, and fixes associated with District databases and Administrative Systems applications.

9. Design and create new databases and refresh test/development database environments.

10. Provide administrative support for the operating system resident on the Administrative Information System (SIS) server.

11. Participate in the assessment of vendor product valuations and selection as assigned.

12. Coordinate the management of databases, storage, complex user privileges, and database users.

13. Participate in meetings related to assignment; attend staff and college committee meetings as necessary. Attend conferences as needed.

14. Prepare cost estimates for budget recommendations; submit justifications for computer equipment and supplies.

15. Document assignment status as required; appraise manager of problems or unexpected resource requirements.

16. Provide security management related to databases; recommend and implement new or revised security policies and procedures.

17. Develop database standards.

18. Work with other project members and/or vendors on new and existing systems to develop timelines for deployment, maintenance and upgrade schedules.

19. Perform other related duties as required.

QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Computerized data systems and peripherals, including machine capabilities and applications potential.
Operational characteristics and techniques of large databases.
Principles and techniques of complex computer programming, systems analysis, data processing and programming documentation.
Management of complex databases.
Uses, capabilities, characteristics and limitations of computers and related equipment.
Complex computer operating methods, languages and procedures.
Records storage and handling techniques.

Ability to:

Perform all of the relevant duties of the position with minimal direction.
Establish objectives and develop formal plans pertaining to database administration and support.
Develop and administer policies and procedures in a complex information technology organization.
Analyze multi-dimensional technical problems and develop and implement appropriate solutions.
Read, understand, and apply information from technical manuals.
Adapt to changing technologies and learn functionality of new equipment and systems.
Apply formal principles and techniques with support of the database structures, including security, enhancements, performance tuning, and customizations.
Support the process of information collection, storage, management, manipulation, and distribution to meet analysis and reporting requirements.
Maintain data integrity of the database.
Communicate effectively orally and in writing.
Demonstrate an understanding and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic, and disability background of the student and community population.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *A typical way to obtain the knowledge and abilities would be:*

Required Education/Training:
An Associate's degree from an accredited college or university with major course work in computer science or a related field or equivalent.

Experience:
Five years of increasing responsible experience in programming, systems analysis and database management.

Desired Qualifications:

1. Experience that demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of students and employees, including those with physical and learning disabilities.

2. Experience in a community college environment or setting.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, with some travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

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