

## POSITION DESCRIPTION

### Database Administrator

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**Position** ..... Database Administrator

**Department/Site** ..... Technology and Computer Services

**FLSA** ..... Non-Exempt

**Evaluated by** ..... Network, Central Computing and Telecommunications Systems Supervisor

**Salary Range** ..... 60

#### **Summary**

Under the Direction of Network, Central Computing and Telecommunications Systems Supervisor, administers the district databases and integrates the database elements into a common system for the purpose of improving efficiency of knowledge management and applications development and maintenance activities. Develops, designs, administers, documents, and evaluates a variety of database systems including installing original operating systems and database applications, applying patches and updates, monitoring of system performance, analyzing and troubleshooting errors and problems. Performs complex technical, analytical and professional services involving database-driven Web sites, office operations support, and problem resolution. Works with enterprise level operating systems.

#### **Essential Duties and Responsibilities**

- Designs and maintains the district databases and the data element dictionary. Implements controls necessary for access to the database.
- Maintains enterprise software applications. Installs application patches and updates and maintains application level security.
- Monitors operation of interfaces between enterprise software applications and college-wide ERP system.
- Works with enterprise application vendors for maintenance and support.
- Stays current with trends in enterprise software applications.
- Develops and enforces database user standards and procedures, audits, modifies, and amends data in systems using appropriate commands, hand-editing, and bulk import of data.
- Evaluates database server integrity and security; assumes the lead for development and implementation of new database projects.
- Installs and maintains required hardware for database servers, storage, and associated network connectivity.
- Provides technical support for backups and restores enterprise data and applications, disaster recovery documentation and storage of offsite data for enterprise systems.
- Performs security and operational updates to databases and operating systems surrounding campus databases.
- Performs programming duties to maintain software and database operations for vendor supplied and in-house developed software. Develops programs to interface third party software with in-house applications.
- Provides assistance to programmers in the use of district databases. Acts as a resource to programmers in the use of specific databases in project development and program maintenance assignments.

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- Monitors the use and availability of on-line database storage resources. Participates in the evaluation and selection of data storage and retrieval equipment and database system software.
- Monitors server/firewall logs for errors and security information and network monitoring for traffic flow and security.
- Develops complex reporting applications interfacing data from various software applications and databases.
- Consults with users and vendors in diagnosing and solving all database software and data-related problems.
- Performs other duties as assigned that support the overall objective of the position.

#### **Qualifications**

##### **- Knowledge and Skills**

- Principles and methods of database design, development and integration.
- Techniques of data systems analysis, design and programming.
- Oracle Database Administration and best practices.
- SQL Server Administration and best practices.
- SQL programming language.
- Operational characteristics of enterprise software applications.
- Methods and techniques of software application troubleshooting.
- Principles of basic report preparation.
- Enterprise application security practices and procedures.
- Oral and written communication skills.
- Record-keeping techniques.
- Interpersonal skills including tact, patience and courtesy.
- Customer service protocol.

##### **- Abilities**

- Troubleshoot, analyze and determine strategies for resolving hardware and software malfunctions related to enterprise applications.
- Schedule and arrange for computer hardware, software and network maintenance, installations and repairs related to enterprise applications.
- Provide support to faculty and staff the use of various enterprise applications.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Maintain sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.
- Meet schedules and time lines.
- Understand and follow oral and written directions.

#### **Physical Abilities**

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.

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- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

#### **Education and Experience**

- A bachelor's degree in computer sciences or a related field, and two years of designing and programming databases and operating systems experience; or, in the absence of a bachelor's degree, an associate degree, or the completion of at least sixty (60) college-level semester units, and four years of designing and programming databases and operating systems experience; or, in the absence of an associate degree, or at least sixty (60) college-level semester units, six years of designing and programming databases and operating systems experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.