

Administrator, Database

FLSA Status: Exempt

Pay Grade: 24

Job Title ID: 19357

Job Series/Job Family: Information Technology Series / Systems Services Family

Reports To

Director, Systems Services

Job Purpose

To administer, develop, implement, and maintain the College-wide databases in a diverse multi-vendor client server environment.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates with application developers regarding database development, migration, revision and update, procedure development, troubleshooting, system configuration, and account setup.
2. Installs, deploys and upgrades database systems, maintains documentation, and performs routine database maintenance activities.
3. Configures, monitors, and analyzes the performance and health of databases; resolves database performance, capacity, and distributed data issues.
4. Provides assistance to end users and programmers regarding database related problems and issues.
5. Initiates processes and documentation of College-wide data warehousing system; develops procedures to ensure security and integrity of data.
6. Coordinates with IT project managers, programmers, web developers, and operational staff to define and ensure standards for database performance, availability, and security are being met.
7. Develops and monitors the process for synchronization between different Database Management Systems.
8. Manages end-user accounts and accessibility; provides technical expertise to end-users who create complex queries and virtual fields.
9. Coordinates, schedules, and tests upgrades to the College-wide database system.
10. Researches and evaluates software, system upgrades and enhancements, and provides technical recommendations.
11. Keeps current with the latest technology; regularly attends technical training in order to maintain technical expertise.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- SQL programming.
- Local area networks and personal computing environments.
- Database systems and development theories.
- Basic statistical methods.
- Database integrity and security standards.
- Client-server technology.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Installing, deploying, and upgrading database systems.
- Monitoring and analyzing the performance of database systems.
- Providing technical assistance to end users regarding database issues and problems.
- Creating and documenting database tables, views, data elements, and shared data rules.
- Performing database maintenance activities such as database backups, copying databases, creating accounts and enforcing database security.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule and providing assistance outside of usual work hours, including nights, weekends, holidays, winter and spring breaks as required.

Computer Skills**Required**

- Demonstrated proficiency using standard office software applications and database management systems, and programming.

Physical Requirements**Required**

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience**Required**

- Two years work experience with creating, troubleshooting, tuning, and maintaining databases on enterprise database servers.

Preferred

- Work experience in SQL programming, Unidata, MySql and/or Microsoft SQL Server 2000 databases.

Education**Required**

- Bachelor's degree in information technology or related field. Related work experience may be substituted for the required education on a one year for one year basis. Work experience used for education may not again be counted for the work experience requirement.

Safety**Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.