

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DATABASE ADMINISTRATOR**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Under the direction of an area administrator, operate and maintain District management information and database systems, implementing security, data warehousing, and system upgrades; monitor database system operations and apply fixes and patches to address database system problems; implement automated distributed database printing services; train and supervise assigned personnel; and perform other related work as assigned.

**REPRESENTATIVE DUTIES:**

Provide technical assistance services to District database system and end users. *E*

Manage District data element dictionary. *E*

Implement and maintain administrative software system, associated programs and procedures. *E*

Develop and maintain system specific documentation; including system management procedures. *E*

Implement the security of a client/server distributed environment; develop procedures for deploying user privileges and encryption keys, including role and class security, as required. *E*

Maintain system hardware and peripheral configurations associated with District database systems and update system security and client access as required. *E*

Maintain operating systems and database software; includes installing upgrades to existing software and integrating new software when appropriate. *E*

Perform data extractions and prepare reports as required. *E*

Implement automated workflow systems to facilitate District business processes. *E*

Recommend improvements to District administration software systems as needed. *E*

Analyze and recommend hardware and software to meet requirements for new or modified applications. *E*

Conduct operational efficiency studies on hardware and software used for database systems. *E*

## **Database Administrator – Continued**

Interact with District personnel as required to provide database and management information system service. *E*

Operate a variety of computer and office equipment, including but not limited to microcomputers and peripherals, printers, communications equipment, scanners, decollater, and burster. *E*

Perform related duties as assigned. *E*

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Relational database design, development and administration methods.

Database implementation and technical support.

MIS systems operations.

District organization, operation, policies and objectives.

Data processing, report production and technical documentation.

Programming languages including: SQL (PL/SQL a definite plus), C or C++, Unix shell scripts.

Basic networked computer systems and operation including, but not limited, to Windows, NT and Novell.

Automated work flow models.

UniData RDBMS.

Database problem identification and problem solving.

System requirements analysis and documentation.

#### **ABILITY TO:**

Administer and document relational database operations and data processing systems, identify and isolate database system problems, and implement solutions.

Maintain district database applications, including Datatel Colleague software and related applications.

Establish, maintain and document internal database administration procedures in compliance with organization directives.

Interact with District personnel to provide functional database and system services.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with professional contacts.

Plan and organize work.

Maintain knowledge of current technological advances pertinent to relational database administration.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree or two (2) years college level course work in computer science or computer information systems and four years of large relational database systems administration experience, preferably with UniData or in a college or university setting.

### **WORKING ENVIORNMENT AND PHYSICAL DEMANDS:**

## **Database Administrator – Continued**

### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Normal Office Environment:***

While performing the duties of this job the employee is regularly required to walk, stand, and sit for extended periods of time; speak and hear to communicate with internal and external personnel; use hands and digits to type or handle materials; bend at the waist, kneel or crouch to work on computer equipment; and view a computer monitor for extended periods of time. The employee is occasionally required to lift 25 pounds, carry, push and pull equipment. While performing the duties of this job, the noise level in the work environment is usually quiet.