VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR DATABASE AND APPLICATIONS ADMINISTRATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, operate and maintain District management information and database systems as well as third party applications, 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:

Manage entire ERP product lifecycle including initiation, planning, execution, and closure. *E*

Design and develop integration with other systems as required by the business. *E*

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*

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

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Relational database design, development and administration methods (e.g. logical schemas, physical table structures, data attributes, primary and foreign keys, query languages, security, control, backup and disaster recovery).
UniData and Microsoft SQL Server database platforms.
Database implementation and technical support.
Ellucian Colleague ERP systems and related applications.
Stored procedures, user defined functions, triggers, indexes, and other Microsoft SQL Server tools, functions, and utilities.
Administrative systems operations.
District organization, operation, policies and objectives.
Data processing, report production and technical documentation.
Programming languages including: T-SQL, C or C++, Visual Basic, SSIS, PowerShell, or batch scripts.
Basic networked computer systems and operation.
Automated work flow models.
Database problem identification and problem solving.
System requirements analysis and documentation.

ABILITY TO:
Administer and support relational database operations and data processing systems.
Identify and troubleshoot database systems and applications problems, and implement solutions.
Install, implement, administer and maintain District database applications, including Ellucian Colleague ERP systems and related applications (i.e. WebAdvisor, Self-Service, UI, etc.)
Install, implement, administer and maintain third party applications (e.g. SARS, R25, ImageNow, etc.)
Design and develop integration with other systems as required by the business.
Develop, implement, and maintain appropriate monitoring to ensure high system availability and maximum performance and security for critical enterprise systems.
Ensure adherence to College standards in all areas of database and business intelligence design, integration, and utilization.
Identify data sources, construct data decomposition diagrams, provide data flow diagrams, and document processes.
Maintain data security standards and practices.
Perform backup and disaster recovery.

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Leverage knowledge of the College's data to enhance system design and analytical capabilities.

Use Integration Services to carry out regularly scheduled automatic data, extraction, transformation, and loading (ETL) operations.

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

Follow best practices for managing the implementation of changes/system patches into the production environment.

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

Communicate clearly and concisely, both orally and in writing.

Plan and organize work.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Exercise sound judgement in complex situations.

Maintain high customer satisfaction through the delivery of high quality, timely, and thorough solutions to customer problems.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in computer science or computer information systems or management information systems and four years of large relational database systems administration experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

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.

Availability during weekends, evening and non-operational hours for maintenance, troubleshooting and repairs may be necessary.