DATABASE ADMINISTRATOR

DEFINITION

Under general direction, plans, coordinates, and implements activities, operations, and functions in support of the District's database administration systems and servers; analyzes operational procedures and functions as the liaison between system developers and end users to improve the District's overall business operations; generates database reports on demand using SQL language in a Sequel server environment; conducts training of a web-based data entry system, monitors data integrity, and writes online operational documents in HTML format; coordinates assigned activities with other departments and divisions, outside agencies, and the general public; provides complex professional staff assistance to the Information Technology/Management Information Systems Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Information Technology/Management Information Systems Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a highly specialized class in the MIS Division that performs a wide variety of highly technical and specialized duties related to the District's database administration and storage systems. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day database administration activities and is responsible for providing professional-level support to the Information Technology/Management Information Systems Manager in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District departments. This class is distinguished from Information Technology/Management Information Systems Manager by the latter's full management and supervisory authority in planning, organizing, and directing the full scope of operations within the division.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- ➤ Plans, coordinates, and implements activities, operations, and functions in support of the District's database administration and storage systems and servers.
- ➤ Supports District end-users in their use of the Student Database.
- ➤ Instructs operations staff on the structure and implementation of computerized systems (data checking, tools reports, and loading procedures) developed for their use.

- ➢ Monitors the Sequel server environment, including troubleshooting, performing backup, recovery, and tuning of the Sequel database, as well as, system configuration and disk storage management.
- ➢ Installs software upgrades, resolves database errors and failures, manages system access, audits activities and resource utilization, and generates database objects availability.
- ➢ Develops and documents operational and database standards, scripts, guidelines, and usage procedures.
- ➢ Reviews, evaluates, and utilizes third-party monitoring and tools as needed.
- ➢ Interacts and coordinates with other MIS/IT areas including Programmer/Analyst Systems and Servers Administration, key end users, and hardware.
- ➢ Configures computers for office work and classroom curriculum.
- ➢ Evaluates and diagnoses computer hardware and software problems associated with college's computers and related equipment.
- ➢ Trains users in the use of web based database, Internet and Intranet, word processing, spreadsheet, and networked computer applications.
- ➢ Stays abreast of current trends and developments in software programs and networking systems, as well as, any changes in procedures, laws, and regulations pertaining to assigned programs and functions.
- ➢ Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ➢ Sequel database within a Windows 1995 – 2000/NT environment.
- ➢ Client-server development environment including Windows 1995 – 2000, and NT.
- ➢ RFP and RFI process in evaluating, selecting, and implementing automation systems.
- ➢ Daily functions including creating records for new items, updating status of items when changes occur, importing records from other systems, and generating statistical reports for managing purposes.
- ➢ Recent and on-going developments, current literature, and sources of information related to the operations of the assigned function.
- ➢ Business letter writing and record-keeping principles and procedures.
- ➢ Methods, techniques, and practices of data collection and report writing.
- ➢ Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- ➢ English usage, spelling, vocabulary, grammar, and punctuation.
- ➢ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- ➢ Manage multiple database instances on a client-server platform.
- ➢ Develop business applications on Windows 95-00/NT using Oracle Developer 2000 Forms Designer and Reports Designer in client-server environment.
- ➢ Conduct complex research projects on a wide variety of information technology and database administration topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- ➢ Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- ➢ Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances.
- ➢ Establish and maintain a variety of filing, record-keeping, and tracking systems.

➢ Respond to and effectively prioritize multiple phone calls and other requests for service.
➢ Make accurate arithmetic and statistical computations.
➢ Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
➢ Operate modern office equipment including computer equipment and specialized software applications programs.
➢ Use English effectively to communicate in person, over the telephone, and in writing.
➢ Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
➢ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in computer science, management information technology, or a related field and five (5) years of experience in the development and administration of computer systems, systems analysis, network management, or a related field.

Licenses and Certifications:

➢ Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.