CLASS TITLE: DATABASE ADMINISTRATOR

BASIC FUNCTION:

Provide complete DBA support for the installation, configuration, and maintenance of the Banner Oracle database, other Enterprise database software systems, and all interconnected technologies such as, but not limited to, payment gateways, Evisions ARGOS and Form Fusion products, Degree Works, ODS/EDW, and UC4. Responsibilities include Banner and Oracle product planning and installation, change control, verifying all system resources as required, backup and recovery planning and execution. Perform database performance analysis, helps to build interfaces between enterprise databases and end-user query tools. This position is also responsible for providing data access permissions and for reviewing those permissions on a regular basis to insure data security.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Database administration of the college’s enterprise application systems

Establishes and enforces standards for use, control, update and maintenance of Information Technology (IT) databases.

Oversees and sets standards for the setup and implementation of all IT systems and databases to ensure data integrity and compatibility.

Ensures that proposed modifications to IT software are both necessary and compatible and does not compromise the overall design of the database systems.

Develops and directs database management, systems support, security and recovery.

Monitors, tunes, and optimizes database and application performance.

Coordinates and oversees the installation of applications and database system upgrades as well as additions to the data dictionary.

Provides guidance to developers of database design, development, maintenance and integration to include monitoring performance tuning, designing, implementing and securing the database environment.

Establish, maintain, and enforce standards for the database environment.

Recommends selection of database tools, methodologies and procedures for development of databases.

Provide 24x7 on call support and disaster recovery support as necessary.

Responsible for improvement and maintenance of databases to include database changes and upgrades.
OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Knowledge of state-of-the-art information systems as applied to large, complex administrative or educational organizational environments.

SungardHE’s Banner system including the integrated Portal, web applications, and integrated/interconnected systems

Solid knowledge of Linux, UNIX, AIX OS-based platforms including application installation, configuration, and management

Specific UNIX procedures/commands related to RDBMS analysis and programming.

ABILITY TO:
Install, configure, test, upgrade, and tune Oracle RDBMS in SungardHE Banner and other interconnected enterprise systems.

Ability to analyze, troubleshoot, and suggest corrective actions;

Ability to master new technologies quickly;

Communicate effectively both orally and in writing at both technical and functional levels;

Excellent interpersonal skills.

Work effectively as a part of a technical team working on installations, upgrades, patches, and cross-module integration

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is any combination of education and experience that would likely provide the required knowledge, skills and abilities to meet the following minimum required qualifications: Bachelor’s degree in computer science or related field and four (4) years of related experience.

Two (2) years of additional related professional experience may be substituted for an Associate’s degree in computer science or related field, or four (4) years of additional related professional experience may be substituted for a Bachelor’s degree in computer science or related field.
Highly Desirable Qualifications

- Luminis portal administration experience desirable.
- Oracle DBA certification preferred.
- Experience with Banner/Oracle installation, configuration, and integration experience
- Experience with SungardHE’s California Baseline (CALB) software enhancements
- Experience with Oracle Internet Application Server running INB and SSB.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.

Edited 01/11/12 jf