ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

DATABASE ADMINISTRATOR   **Salary Range 30**

BASIC FUNCTION:
Position fills the role of the Database Administrator for core enterprise applications and databases. Under the direction of the Director of Enterprise Applications and Data Protection, incumbent plans, prioritizes and manages various district database management duties, including; security, data warehousing, client access, manages ERP related web applications, system upgrades, tuning and performance optimization, designing forms, writing complex queries, training users to effectively access and use the available data and campus-wide data integrity, and perform other related work as assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position
- Recommend and assist in the implementation of Ellucian Banner, associated policies and procedures. (E)
- Manage, supervise, and manipulate the Oracle and Ellucian Banner system. (E)
- Application management for Ellucian application suite, track and document all modules and patching cycles. (E)
- Tracks on recommended regulatory/security patching cycles, and upgrades from Ellucian and Oracle, and coordinate with key staff and departments leads on testing and deployment of patches. (E)
- Prepare and maintain system specific documentation, including the design of backup and recovery procedures. (E)
- Manages the deployment and maintenance of Ellucian Banner Admin Pages and Self-Service Banner. (E)
- Recognize and repair security flaws and enforce compliance of security standards. (E)
- Coordinate the security of an Oracle client/server distributed environment; administer user privileges, approvals and encryption keys, including role and class security. (E)
- Provide end-user training in security issues as necessary. (E)
- Manage access to rules tables, query and update security; including assigning Unix operating system and Oracle user ID's and passwords. (E)
- Perform table maintenance as necessary. (E)
- Create and update electronic approval queues. (E)
- Participate in meetings related to assignment; attend staff and college committee meetings as necessary. (E)
- Manages software, including but not limited to Oracle, Microsoft SQL, and MySQL databases. (E)
- Develop processes for optimizing database security. (E)
- Performance tuning of database systems. (E)
- Create automation for repeating database tasks. (E)
- Knowledge of database security, backup and recovery, and performance monitoring standards. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE:

EDUCATION: Bachelor's degree in computer science or computer information systems, or closely related field.

AND

EXPERIENCE: Any combination equivalent to seven (7) years of increasingly responsible experience in database administration; including three (3) years of experience with large relational database systems and Unix and three (3) years of experience with other database platforms, including but not limited to Oracle, Microsoft SQL, and MySQL.

KNOWLEDGE OF:
- Principles and techniques of systems analysis, data processing and documentation.
- Programming languages including SQL (PL/SQL a definite plus), C or C++, Unix shell scripts
- Deploying, tuning, and managing of Tomcat web applications.
- Cloud technologies including AWS and Google Cloud
- Workflow analysis techniques and models
- Documentation, records storage, and handling techniques.
- Providing user training.

ABILITY TO:
- Analyze administrative and data processing systems, identify problems, and assess procedural impact, develop logical and effective solutions.
- Collaborate with peers to develop work plans and timelines for projects and proposed systems.
- Manage system security resources in a client/server distributed environment.
- Maintain security systems for Unix and Oracle.
- Train staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, administrators, key application experts/users across departments, technical analysts, and vendors.

PHYSICAL EFFORT:
- Dexterity in the use of fingers, limbs and body in the operation of office equipment.
- Standing for extended periods of time
- Sitting for extended periods of time
- Reaching in all directions
- Bending and twisting
- Lift and carry 25 pounds

WORKING CONDITIONS:
Normal office environment.

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