



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Database Administrator

SALARY: \$6,367.09 Monthly

DEPARTMENT: Information Technology Services

OPENING DATE: 04/28/21

CLOSING DATE: 05/11/21 11:59 PM

28

Hours not to exceed 40 hours per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.

June 2021 (Position re-advertised)

Cover Letter, Resume, Transcripts for all Degrees

DESCRIPTION:

BASIC FUNCTION:

Under the direction of the Computer Systems Manager, plan, prioritize and manage various district databases including security, data warehousing, client access, system upgrades, designing forms, writing complex queries, training users to effectively access and use the available data and campus-wide data integrity and to perform other related work as assigned; performs other related duties as may be assigned

REPRESENTATIVE DUTIES:

(E = indicates essential duties of the position)

- Recommend and assist in the implementation of SCT Banner; associated policies and procedures. (E)
- Manage, supervise, and manipulate the Oracle and SCT Banner system. (E)
- Prepare and maintain system specific documentation; including the design of backup and recovery procedures. (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)

- Performs other related duties as may be assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A bachelor's degree in computer science or computer information systems and three years of increasingly responsible experience in programming and systems analysis. Experience with large relational database systems and Unix required.

OTHER INFORMATION:

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.
- Work flow analysis techniques and models.
- Records storage and handling techniques.
- User training.

ABILITY TO:

- Analyze administrative and data processing systems, identify problems and develop logical conclusions and effective solutions.
- Prepare work plans and time lines for projects and proposed systems.
- Manage system security resources in a client/server distributed environment.
- Maintain security systems for Unix and Oracle.
- Train campus and district staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable – no permanent full-time staff to supervise.

CONTACTS:

Co-workers, other departmental personnel

PHYSICAL EFFORT: PHYSICAL DEMANDS:

- 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.

EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
 - All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
 - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
 - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
 - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.avc.edu>

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6300
(661) 722-6311

apatin@avc.edu

Position #RN19-85/2
DATABASE ADMINISTRATOR
AP