DATABASE ADMINISTRATOR   **Salary Range 28**

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.

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.

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.