

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Database Administrator

Department: Information Technology Services &
Support (ITSS)

Location: District Office

Date: 2016

POSITION PURPOSE

Under the direction of assigned administrator, support the relational databases on the various computer platform environments; backup System Administrator; assist in the development, creation and maintenance of relational databases for present and future requirements; recommend and maintain security measures for the database environment.

KEY DUTIES AND RESPONSIBILITIES:

1. Maintain databases according to internal guidelines and requirements specified by the database vendor; maintain routine contact with the software vendors to keep the databases up-to-date with new and/or updated data and system and application software.
2. Establish and maintain data backup procedures for databases and application files.
3. Administer access security to database tables including adding/deleting users, controlling database login passwords, authorization access to tables and procedures as defined by staff positions.
4. Support data analysis staff by developing and maintaining additional database tables and ad hoc data tables.
5. Serve as technical backup to primary System Administrator and assist Systems Administrator with routine tasks.
6. Perform regular database system performance monitoring and troubleshoot and resolve database-related problems.
7. Design logical and physical databases; coordinate database development as part of project team, applying knowledge of database design standards and database management system.
8. Review project requests describing database user needs; estimate time and cost required to accomplish project; attend specification meeting with project team workers to determine scope and limitations of project.
9. Review and recommend definition of data as defined in data dictionary (information about data, including name, description, source of data item, and key words for categorizing and searching for data item descriptions).
10. Determine and enter changes to data dictionary descriptions, including type, structure and intended use of data within system.
11. Develop data model describing data elements and how they are used; create description to enable programmers-analyst to understand how programs should access data.
12. Write descriptions of how user accesses data, referred to as logical database; write physical database description, such as location, space requirements and access method to protect data resources against unauthorized access and accidental destruction.

13. Define database items, structures and relationships; maintain system dictionary; monitor and tune database performance such as record storage accuracy and efficiency; monitor and adjust file system capacities.
14. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Database concepts, designs and processing techniques.
2. Database administration, maintenance and security.
3. Principles of systems, program design and implementation.
4. Documentation techniques.
5. Principles of operating systems.

Skills and Ability to:

1. Design, implement and maintain databases.
2. Administer and control database access and security.
3. Administer operating systems.
4. Work with users to design and implement database tables, elements, standards and create supporting documentation.
5. Work as a team member and support team decisions.

Experience and Education:

1. Associate's degree from an accredited college or university with major course work in computer science, information technology or related field.
2. Four years of experience in information technology.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

WORKINGS CONDITIONS

Environment:

1. Office environment

Physical Demands:

1. Hearing and speaking to exchange information in person or on the telephone.
2. Seeing to view a computer monitor.
3. Dexterity of hands and fingers to operate a computer keyboard.
4. Sitting for extended periods of time.

Board Approved: format conversion
Salary Range: 132
EEO Category: 2B2 – Other Professionals