San Jose · Evergreen Community College District
Classified Job Description

Position: Database Administrator, Senior. **Department:** Information Technology Services & Support (ITSS)

Location: District Office **Date:** July 1, 2017

POSITION PURPOSE

Under the direction of assigned administrator, the Database Administrator supports the District's relational database with primary responsibility for the database infrastructure used in the District ERP and Student Information System. This position serves as an expert technical advisor on complex data, application and system administration issues, and supports the relational databases that require SQL database functions. This position also backs up System Administrators, and assists in the development, creation, performance tuning, capacity planning, monitoring of critical events and documentation for present and future requirements, recommends and maintains security measures for the database environment.

KEY DUTIES AND RESPONSIBILITIES:

1. Perform highly complex database management functions at an enterprise level; install, integrate, upgrade and manage Ellucian database environments and structures; monitor and evaluate the database environments to optimize performance.

2. Plan, organize, test and execute migration of databases from development and test to production environments; install and test new software releases, bundles and fixes; ensure data security protocols are maintained and backup/recovery processes are completed as scheduled.

3. Maintain databases according to industry standard best practices and vendor specifications.

4. Administer the enterprise database security processes and procedures; develop, recommend and implement security permissions, privileges, standards and guidelines.

5. Perform database and database server backups using both SQL tools and server backup systems (e.g. Veeam).

6. Provide enterprise-level short- and long-term planning advice on technical enterprise database and systems management and utilization issues; promote the effective sharing and utilization of common data across applications and departments/business units.

7. 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.

8. Support data application team by developing and maintaining additional database tables and ad hoc data tables and views as needed to support data integration and reporting needs.

9. Serve as technical backup to primary ERP System Administrator and assist Systems Administrator with cloning of environments and updates as needed.

10. Perform regular database system performance monitoring and troubleshoot and resolve database-related problems.

11. Design logical and physical databases; coordinate database development as part of project team, applying knowledge of database design standards and database management system.

12. 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.

13. Develop and maintain detailed written documentation for project and process deliverables and revisions.

14. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Relational database concepts, designs and processing techniques.

2. Tools and utilities used in database administration, maintenance and security.

3. Data storage, warehousing and mining principles, methods and technology solutions.

4. Database management systems and software, including architectures, diagnostic tools, commands and utilities.

5. Operating system architectures, characteristics, components and commands applicable to enterprise information systems and platform operating systems.

6. System integration design concepts as they apply to areas of responsibility.

7. SQL deployed in Virtualized Windows Server environment.

8. Documentation techniques.

Skills and Ability to:

1. Design, implement and maintain a broad range of complex databases and systems.

2. Administer and control database access and security; recommend and implement appropriate procedures and controls.

3. Work with users to design and implement database tables, elements, standards and create supporting documentation.

4. Establish and maintain project and production schedules and balanced responsibilities.

5. Backup software administration (Veeam preferred).

6. Work collaboratively as a team member and support team decisions.

Experience and Education:

1. Bachelor's degree from an accredited institution with major course work in computer science, information technology or related field.

2. Four years of full-time experience in information technology positions.

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

1. Office environment.

Board Approved: 6/13/17
Salary Range: 142 (reclassified from Database Administrator 132)
EEO Category: 2B2 – Other Professionals