

PALOMAR COMMUNITY COLLEGE DISTRICT

DATABASE ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction from the Director, Information Systems, plans, prioritizes and supervises the accessibility and manipulation of the District database; maintains responsibility for District databases related policies, procedures, software utilities, performance, security, and recovery; assists in the development of policies and procedures; implements policies and procedures; performs analysis on complex database system; and performs other related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervisor, Systems & Programming.

Exercises functional and technical supervision over programming staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Recommend and assist in the development and implementation of department goals, objectives, policies and procedures.
- Analyze and recommend approach and time frame for vendor release upgrade installations.
- Collaborate with users in the construction of testing procedures to ensure accuracy of information systems and data integrity.
- Manage and maintain physical databases on central and college servers including database storage management, procedures, tools for access, and monitoring and tuning of District databases to ensure on-going operation and access.
- Design, develop and analyze installation checklists and benchmarks for testing new software releases; prepare and maintain documentation for database maintenance, backup and recovery procedures.
- Monitor database system and performance; tune databases for optimal performance including database instance capacity planning and implementation.
- Plan, develop, implement and administer disaster recovery plans for the database environment to ensure database integrity.
- Provide for PeopleSoft application support and maintenance.
- Management and implementation of PeopleTools upgrades, PeopleSoft applications upgrades, and PeopleSoft patches and fixes.
- Design and create new databases and refresh test database environment.
- Participate in the assessment of vendor product evaluations and selection as assigned.

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- Develop software to meet user and/or internal specifications.
- Coordinate the management of an Oracle server distributed environment; manage databases, storage, complex user privileges, and database users.
- Participate in meetings related to assignment; attend staff and college committee meetings as necessary.
- Participate in department budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for computer equipment and supplies.
- Document assignment status as required; apprise management of problems or unexpected resource requirements.
- Provide security management of PeopleSoft security in absence of system security manager; consult with system security manager regarding new or revised security policies and procedures.
- Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements.
- Exercise functional and technical supervision over programming staff.
- Other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Computerized data systems and peripherals, including machine capabilities and applications potential. Principles and techniques of complex computer programming, systems analysis, data processing and programming documentation.

Management of a complex Oracle databases.

Programming languages, operating methods and available software.

Unix operating systems.

Uses, capabilities, characteristics and limitations of computers and related equipment.

Complex computer operating methods, languages and procedures.

Records storage and handling techniques.

Principles of supervision and training.

Ability to:

Analyze complex administrative and data processing systems, identify problems, and develop logical conclusions and effective solutions.

Coordinate and supervise systems analysis and design programming.

Analyze, design, program, install and maintain highly complex computer programs.

Gather, analyze, and organize information in preparation for programming.

Prepare work plans and time lines for projects and proposed systems.

Manage system resources in an Oracle server distributed environment.

Maintain data integrity of the database.

Instruct on-line users in the use of computer equipment and operating procedures.

Supervise and train assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in programming, systems analysis and database management. Experience in Oracle database management and lead or supervisory experience preferred.

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in computer science or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with faculty and staff.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; operating computerized equipment; reading computer and systems documentation.