

PALOMAR COMMUNITY COLLEGE DISTRICT

DATABASE TECHNICIAN

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

To create, maintain and implement policies and procedures for ensuring the security and integrity of various databases; to design, code and implement moderately complex, integrated database applications; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Web Services Manager.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Serve as an expert in establishing, maintaining, supporting and upgrading databases and their associated architecture and environment.
2. Participate in the analysis and determination of user requirements; develop solutions for data requirements; document and implement scripts and code for interfaces and joins.
3. Monitor database performance to ensure adherence to procedures and production standards; resolve database performance, capacity, replications and other distributed data issues.
4. Work independently and in consultation with staff to design, code and implement moderately complex, integrated database applications.
5. Create and manage relational databases to administer assessment and marketing projects.
6. Recommend changes and/or enhancements to the data processing system that are designed to improve the process of data entry and verification.
7. Design, maintain and improve interactive web sites where diverse levels of clients can register and retrieve information related to research and development of e-Conferencing technologies; integrate new technologies into web site.
8. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Database management systems and their associated protocols and procedures.
- Methods and techniques of database analysis.
- Relevant operating system commands, database conventions and tools, communication protocols and systems utilities.
- Advanced principles and practices of programming in PL/SQL.
- Advanced methods and techniques used in the internal manipulation of databases or operating systems.
- Oral and written communication skills.

PALOMAR COMMUNITY COLLEGE DISTRICT
Database Technician (*Continued*)

Ability to:

- Monitor and maintain database management systems using analytical tools and quality control standards and techniques.
- Perform hot/cold back ups of database operations.
- Recommend changes and/or enhancements to the data processing system.
- Analyze data and prepare reports for managers.
- Manipulate raw data and apply statistical practices to provide meaningful information from which researchers can draw conclusions.
- Operate office equipment including computer terminal.
- Work effectively with management, faculty and staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Education/Training Guidelines

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

Experience:

Three years of increasingly responsible experience in database analysis.

Education/Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in database management, computer science, information technology or a related field.

License/Certification:

Possession of, or ability to obtain, an appropriate, valid Microsoft DBA Certification, Oracle DBA Certification or MS/MCSE Certification.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard; visual acuity to read printed materials and computer screens.