

**SENIOR DATABASE ADMINISTRATOR**

**DEFINITION**

Supervises and participates in the analysis, design, implementation, and maintenance of the District's integrated Database management system; administers the installation, modification, and utilization of the system.

**SUPERVISION**

Moderate Supervision is provided by the Dean of ITS.

**EXAMPLES OF DUTIES**

Supervises assigned technical staff engaged in analyzing, designing, implementing, maintaining, and modifying an integrated Database management system for the District's data processing activities.

Plans, organizes, and schedules the activities necessary to implement and maintain a Database management system.

Analyzes applications programs and systems to determine their data elements and the interrelationships and commonality of the date base management system and the controls necessary for access to the data elements of the system.

Defines the various elements of the Database in standard terminology and assembles, compiles, and updates a dictionary of data elements.

Coordinates the development, installation, and revision of the Database management system with applications and software systems and programming personnel.

Administers the implementation, maintenance, modification, and utilization of the Database management system.

Develops and is responsible for a security and integrity system to protect the Database elements from unauthorized access, use, change, or removal.

Provides technical assistance to system users in detecting and resolving problems related to the database.

Directs the maintenance of Database documentation, including directories, glossaries, and cross reference listings.

## **EXAMPLES OF DUTIES (continued)**

Participates in the evaluation and selection of data storage and retrieval equipment and systems software.

Plans, organizes, schedules, and participates in the training and orientation of personnel relative to the requirements and utilization of the integrated database management system.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Characteristics and capabilities of data processing equipment.

Principles and methods of Database integration.

Database systems such as ORACLE, Rdb, Access, SQL Server, etc.

Principles and techniques of Database systems analysis, design, and programming.

Principles of Database systems documentation.

Principles, procedures, and methods used in data acquisition, storage, structuring, and retrieval.

Data warehousing technologies such as MS SQL Server, etc.

Data warehouse concepts and applications including extraction, transformation, load concepts, modeling, cleansing, and query tuning.

Enterprise Resource Planning (ERP) systems such as SAP, Peoplesoft, Oracle, etc.

Query and reporting tools.

New developments in computer concepts, methodology, and technology.

Characteristics of systems software.

Principles of supervision and training.

## **QUALIFICATIONS (continued)**

### **Ability to:**

Supervise a small group of technical staff engaged in the design, analysis, implementation and maintenance of an integrated Database management system.

Integrate data from a wide variety of systems into a Database management system.

Analyze large quantities of data for discrete and common components.

Analyze and interpret detailed Database systems and procedures.

Define Database elements in an effective manner.

Recognize significant factors and relationships.

Provide technical assistance to users and staff members with lower-level skills.

Respond to Database systems problems accurately and take appropriate action.

Train data processing employees in the application of new concepts related to integration of data elements.

Communicate highly complex technical concepts both orally and in writing.

Write clear and comprehensive reports and instructions.

Evaluate the work of assigned personnel.

Estimates needs for staff and maintain work schedules.

Meet project schedules and deadlines.

Work tactfully and effectively with District personnel.

Learn and apply new concepts in information technology.

Learn the characteristics of new Database systems and update skills to adapt to changing technology.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

Bachelor's Degree in management information systems, computer science, computer engineering, business administration, public administration, or a related field from an accredited college or university and four years of recent full-time paid experience in business applications analysis, design and programming for medium or large scale, multi-programmed computers, including two years of experience in Database analysis and management.

### **Desirable Qualifications:**

Supervisory experience and experience with an Enterprise Resource Planning (ERP) system are desirable.

3/2006