GLENDALE COMMUNITY COLLEGE DISTRICT   **CLASS DESCRIPTION**

DATABASE ADMINISTRATOR

DEFINITION

Administers the structure of the District databases and integrate the database elements into a common system for the purpose of improving efficiency of knowledge management and applications development and maintenance activities. Analyzes many systems for discrete and common elements and integrates these elements into an operable database architecture, which satisfies the needs of all systems. Maintains the integrity of the data for each system function.

SUPERVISION EXERCISED AND RECEIVED

Supervision is provided by Information and Technology Services management personnel.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Designs and maintains the District databases and the data element dictionary. Implements controls necessary for access to the database. Defines various elements of the database in standard terminology.

Administers the installation, modification and utilization of databases.

Analyzes application programs and systems, proposed and installed to define their data elements and the inter-relationships and commonality of data elements in program usage.

Develops and implements database back-up, recovery and reorganization tasks.

Participates in testing and debugging of new District database systems and programs.

Monitors the use and availability of on-line database storage resources. Participates in the evaluation and selection of data storage and retrieval equipment and database system software.

Assists in the preparation of purchasing specifications for hardware and software for data support services.

Trains programming staff and users in database subjects as it relates directly to their respective assignments.

Provides assistance to Programmer/Analysts in the use of District databases. Acts as a resource to Programmer/Analysts in the use of specific databases in project development and program maintenance assignments.

Consults with users and vendors in diagnosing and solving all database software and data-related problems.

Provides programmer and user documentation on District databases, prepares documentation for computer operations and database management.

Maps legacy data to new database design.

Monitors and maintains third party database design and implementation.

EXAMPLES OF DUTIES (continued)

Assists staff in resolving operations problems found in applications programs as it relates to District database.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and methods of database design, development and integration.

Techniques of data systems analysis, design and programming.

Structure and use of database languages such as SQL.

Computer software including programming languages, programmer productivity aids, utilities, and commercial software for microcomputers through mainframes.

Customer service protocol with a customer service-oriented priority.

Ability to:

Plan and schedule complex projects.

Establish and maintain cooperative communication with staff, administrators, faculty, students and others contacted in the course of performing assigned duties in a multi-cultural environment.

Make oral and written presentations of proposed systems to both technical and non-technical personnel regarding database concepts; communicate complex technical concepts effectively both orally and in writing.

Read and digest technical materials relating to database management and administration.

Analyze vendor documentation and learn the use of new program database packages and their application to the District.

Integrate data from a wide-variety of systems into a cohesive database management system.

Define database elements in an effective manner.

Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.

Assist ITS personnel in the application of new concepts related to the integration of data elements.

Maintain accurate and effective records of projects and the status of assignments.

Follow oral and written directions.

Work independently with little direction.

Relate well to other technical staff and users in a computer environment.

Effectively communicate with faculty, staff and students in a multi-cultural environment.

Communicate effectively, clearly and concisely, both orally and in writing.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Bachelor's degree in a related field from an accredited college or university and three years work experience in the field or equivalent.

Special Requirements:

Stay current in changing technology by reading professional publications and by attending seminars and classes as needed.