GLENDALE COMMUNITY COLLEGE DISTRICT **CLASS DESCRIPTION**

ASSISTANT DATABASE ADMINISTRATOR

DEFINITION

Support and participate in the analysis, design, implementation, and maintenance of the District's integrated database management system.

SUPERVISION

Supervision is received by the Sr. Database Administrator.

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

EXAMPLES OF DUTIES

Assist in planning, organizing, and scheduling the activities necessary to implement and maintain a database management system.

Using numerous applications and software systems interacting with programming personnel participate in the development, installation, and revision of the database management system.

Assist in providing support for security and integrity of the database.

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

Supports the maintenance of database documentation including: directories, glossaries, and cross reference listings.

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

Assists in the training and orientation of personnel in the use of the integrated database management system.

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

Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and techniques of database systems analysis, design, documentation and programming.

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

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

Principles and practices of programming in PL/SQL and other database query languages.

Linux UNIX, and Windows operating systems.

QUALIFICATIONS (continued)

Storage Area Networks

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

Query and reporting tools

New developments in computer concepts, methodology, and technology.

Ability to:

Work with 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.

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.

Ability to set priorities and manage multiple tasks as well as attention to details is necessary.

Communicate highly complex technical concepts both orally and in writing.

Write clear and comprehensive reports and instructions.

Meet project schedules and deadlines.

Work tactfully and effectively with District personnel.

Ability to quickly absorb new changes in computer technologies.

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

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

EMPLOYMENT STANDARDS

Minimum Qualifications:

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 or equivalent work experience in business applications analysis, design and programming for medium or large scale, multi-programmed computers, including experience in database analysis and management.

EMPLOYMENT STANDARDS (continued)

Desirable:

Experience with an Enterprise Resource Planning (ERP) system is desirable.