

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY TABLE: 29

CLASS TITLE: DATABASE ADMINISTRATOR
SALARY RANGE: 52

BASIC FUNCTION:

Under the direction of assigned administrator, responsible for the development, design, implementation and maintenance of multiple servers and databases (i.e. Microsoft SQL and Oracle) residing in production, development, and test environments that are an integral part of mission critical district-wide applications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Installs, configures, optimizes, and maintains organization-wide Microsoft SQL Server and Oracle databases.

Ability to implement new databases, releases, upgrades and patches. Performs initial testing, utilizing testing environment, before releasing versions to users. Corrects any discovered defects; implements new releases to production environment when user testing is completed.

Analyzes, integrates, and supports externally acquired databases.

Establishes and ensures the backup and recovery of all databases using various technologies.

Analyzes, detects and corrects complex technical problems/deficiencies. Provides programming support as needed.

Maintains and monitors database performance via performance tuning, and query optimization. Maintains data integrity and assists with data validation.

Supports application development activities involving database access and manipulation; specify and apply user access.

Participates in long-range IT planning and budgeting for computers, system software, networks and/or application systems. Performs capacity planning for computer, network, database, and/or application systems.

Designs logical and physical databases; in collaboration with other IT technical staff, coordinates database development, determining impact of database changes on other areas.

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Maintains working knowledge of current industry information, vendor direction, new products, and technical architectures and approaches related to District needs.

Establish and maintain effective working relationships with others.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Oracle and MS SQL Server database administration, design techniques, characteristics, capabilities, operation, control, and security methods and techniques.

Principles and practices for design, integration, and transition to/from database management systems.

Information system problem management and change management.

Physical control standards and procedures.

Network systems, computer operating systems and hardware; LAN and Internet computing technologies; business, administrative, and instructional system applications.

Effective customer service.

Configuration and version control of information system components.

Business recovery (disaster recovery).

Current industry information, vendor direction, new products and new technical architectures.

Software licensing, intellectual property rights and copyright law.

Methods of long-term strategic technical planning.

Data security standards and practices.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines; plan and organize work.

Work independently with little direction.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: Bachelor's degree in computer science, management information systems, engineering or related field and four years increasingly responsible directly related paid experience.

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LICENSES AND OTHER REQUIREMENTS:

Oracle Certified Professional

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.

Reading a variety of complex educational and financial materials.

Ability to remain in a stationary position for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.