|  |
| --- |
| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**MIS SPECIALIST-Database Administrator**

­­­­­­­­­

**DEFINITION:**

Under general supervision, to perform a variety of professional level duties in support of the College's computing services; to perform all duties related to the administration of the College’s database systems; to maintain Banner related software at an appropriate level as determined by the various functional areas of the College and to perform related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This job is distinguished from the Information Services Manager, which has broader responsibility and which supervises this job. This job is distinguished from the MIS Specialist, which has responsibility for a variety of professional level duties in support of the College’s MIS computing needs. The Database Administrator is responsible for all aspects of routine database administration, including installation, maintenance, and backup and recovery procedures. The Database Administrator is also responsible for the installation of all Banner and Oracle related software upgrades and patches which are frequently performed outside of normal working hours.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified – CSEA
* Date Modified: 2009

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in

the job title.

* Monitors database performance, ensuring the integrity of the database infrastructure
* Verifies the logging of database changes to ensure an audit trail
* Implements database security by assigning level and type of end user access, user login and password assignments
* Maximizes database performance using high level database management tools
* Develops and performs backup and recovery processes
* Assists in determining long-term capacity planning
* Installs, configures, and deploys Banner and Oracle software upgrades and patches
* Assists the testing of all configuration changes before going into production
* Develops and documents maintenance and performance tuning procedures
* Implements and follows change management procedures
* Develops database reports and monitoring processes
* Works closely with and assists the MIS Specialist
* Provides a backup to the MIS Specialist for critical support needs in their absence
* Performs related duties as required
* May supervise student employees

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree in computer science, management information systems or a related field, or two years of advanced professional experience in administration of a database management system, or Oracle certification (OCP or OCM)
* Familiar with computerized data processing systems including hardware, server capabilities, and application software with a strong emphasis on Oracle database administration
* Knowledge of the principles and techniques of complex computer programming, systems analysis, data processing, and programming techniques
* Proficiency in SQL and PL/SQL are essential
* Ability to analyze system failures and take appropriate action to bring failed systems back online in a timely manner
* Strong understanding of data dictionary and relational database concepts
* Technical experience working in a Windows-based operating environment, including Windows desktop and server operating systems and Microsoft network administration tools
* Problem solving and analytical skills
* Establishing and maintaining effective working relationships with those contacted in the course of the work
* Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college staff, faculty and students
* Communicating effectively both orally and in writing

**DESIRABLE QUALIFICATIONS:**

* Master’s degree in computer science, management information systems or a related field.
* Relevant experience in Oracle database administration in a complex, multi-table, multi-server environment is ideal
* Community college data processing experience and experience with the California Community College MIS System are preferred. Sungard Higher Education’s Unified Digital Campus experience is desirable
* Demonstrable ability and willingness to learn new skills and adapt to new responsibilities.
* Proficiency in Perl is desirable. Knowledge of HTML, COBOL, and C are beneficial

**PHYSICAL CHARACTERISTICS**: The physical abilities involved in the performance of essential duties are:

* Manual dexterity to operate computers and install software
* Vision to read printed materials and computer screens and identify and distinguish writing and computer parts
* Hearing and speech for normal communications
* Mobility to reach computing sites throughout the campus
* Sustained posture and attentiveness at a computer workstation for data entry
* This work is performed primarily in an indoor setting