Job Description

Job Title: Database Administrator I   **JTC: TAF**

Salary Range: N05   **FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

An entry level position responsible for providing technical assistance in the design, implementation, and maintenance of database management systems that support the DCCCD.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience working with computer operating systems, database technology design, software and structure. Knowledge of performance tuning, backup and recovery. Knowledge of strategic and project planning methods. Ability to adhere to policies, processes and standards as administered through the organization.

Must have excellent troubleshooting and creative problem solving skills for design, creation and testing of software. Ability to work with a high degree of accuracy with strong attention to details. Experience monitoring and analyzing the performance of the database systems. Must be flexible in a fast-paced, constantly changing environment in order to provide technical expertise for database related problems.

Ability to build and maintain effective working relationships with individuals in a diverse environment. Must be self-motivated with strong analytical, multitasking and time management skills. Good understanding of routine maintenance and disaster recovery strategies.

Must be able to perform operational tasks related to the maintenance of database hardware and software. Ability to independently prioritize and organize workload to meet tight deadlines and successfully complete projects and assignments on time.

Ability to communicate effectively both verbally and in writing with individuals having various levels of technical expertise and with individuals from diverse backgrounds.   Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus three (3) years of work related experience in a complex multi-platform environment. Must have current and valid driver's license required for off-site travel. On-call, work hours may extend beyond the regular, eight hours, Monday-Friday, workday, including weekends and holidays to provide immediate support due to system failures on a 24/7 basis. Official transcripts are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for monitoring and supporting databases for efficiency, optimal performance and backups. Applies business rules to ensure the validity of data stored within the centralized district database systems. Applies appropriate procedures to ensure availability, integrity and authorized access to data stored with selected centralized district database systems. Keeps up-to-date on technological changes and best practices through professional development activities.

Executes processes for exchanging information between multi-platform district database systems. Provides technical expertise for database related problems. Develops standards for data entry and ensures compliance. Prepares organizational reports and/or custom requests for users. Develops and test database migration procedures and assists in the installation. Support database functions by designing and coding utilities.

Collaborates/works with diverse, multicultural individuals within the DCCCD community network in the operation of new and/or revised database implementations. Works with district staff in the implementation of disaster recovery strategies for centralized district database systems.

Monitors assigned applications and related systems for the purpose of reducing application downtime and ensuring that assigned applications are available when needed to meet district objectives. Troubleshoot malfunctions of database systems for the purpose of resolving operational issues and restoring services.

Responds to inquiries from a variety of sources for providing technical assistance, advice and support. Define objectives through consultation with all staff levels.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

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