



## Job Description

**Job Title: Database Administrator III**

**JTC: TAC**

**Salary Range: N07**

**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 advanced level IT database position responsible for providing technical support for DCCCD's database environment, which includes the development and organization of databases, performance reporting, business intelligence tools, assessment and implementation of new technologies.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advance knowledge of database structure, database modeling/design, theory, monitoring, maintenance, capacity planning, security, and administration of complex databases. The ability to establish, document and enforce procedures and policies related to database management and systems. Knowledge of applicable data privacy practices and laws.

In-depth experience with the development lifecycle and software development methodologies. The ability to diagnose and resolve computer related problems quickly and effectively. Strong experience of project management procedures with proven ability to multitask with tight timelines, budget constraints and high client expectations. Must be able to work in fast-paced, constantly changing environment.

Ability to form collaborative partnerships grounded in trust and integrity with customers, peers, stakeholders, and leadership in a diverse environment. Interpersonal, creative skills that allow effective, proactive working relationships in a team-oriented environment. Familiarity with principles and practices of Change Management, Configuration Management and Systems Development Lifecycle.

The ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. The ability to analyze and determine data relationships and attributes, data flow and storage requirements and data output and reporting capabilities. The ability to work in a fast-paced environment, organize, prioritize and manage multiple workloads and projects with minimal supervision.

Effective business communication with experience in communicating to technical and business constituencies orally and in writing regarding business specifications and requirements. Able to communicate with all levels of management, internal and external customers and the ability to present ideas in a user-friendly language. Must be able to provide excellent 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

Bachelor's degree plus four (4) 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 the technical design, development, testing and implementation of database applications utilizing complex development procedures and techniques that support the requirements defined by users and analysts. Maintains integrity of development and production environments to ensure availability, validity and authorized access of data stored within selected centralized district database systems.

Translates and documents customer requirements, recommend system solutions and formulate detailed specifications from which enterprise applications are developed. Assists in the development of processes for exchanging information between multi-platform database systems. Provides technical expertise for database related problems. Keeps up-to-date on best practices and technological changes by participating in professional development activities.

Works collaboratively with diverse team members and business partners within the DCCCD community network in defining, designing, developing and implementing technology solutions to improve business functions including the ability to collect, store process and retrieve data. Prepare reports, logs, and specification documents as required. Controls migrations of programs, database changes, reference data changes and critical patch updates through the development cycle.

Provides leadership in the design, coordination and implementation of a disaster recovery strategy for centralized database systems. Responsible for suggesting, reviewing and justifying new technical tools and techniques and managing their implementation. Validates that the database platforms supporting technologies are operating according to district standards according to design specifications.

Coach, train, and mentor other employees on proper access and use of database systems. Continually ensures completeness and compatibility of the technical infrastructure and data warehouse implementation to support system performance. Develop system documentation for all developed applications databases, processes, and jobs including flowcharts and data models.

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.*

