



Job Description

Job Title: Database Administrator II

JTC: TAB

Salary Range: N06

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 intermediate position responsible for monitoring and modifying database management systems and applications; identifies, analyzes and resolves performance issues to meet end user requirements. Focus on optimizing the performance of the database as well as database security, backup, and recovery of database systems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience and knowledge of database systems including monitoring, maintenance, tuning, security, performance and capacity management. Proven working experience as a Database Administrator with hands-on experience applicable to database standards, design, documentation and coding practices.

Must be focused, goal driven and possess skills such as attention to detail and research, with the ability to prioritize assignments and projects. Ability to recommend and implement enhancements that will improve the performance and reliability of the system. Strong experience with data modeling tools. Strong knowledge of database concepts and advanced problem solving skills.

Demonstrated ability to collaborate in a diverse team environment to work through issues, obstacles or other challenges. Project management and business analysis skills. Ability to acclimate to the use of new software tools as attained. Ability to work in a constantly changing, fast-paced environment.

Excellent organizational and analytical skills, with the ability to exercise good judgment and knowledge of methodologies to meet the organizational goals. Strong and effective conflict resolution skills. Experience manipulating warehouse and operating systems with strong proficiencies utilized when scripting and clustering.

Excellent oral and written communication skills with the ability to articulate complex technical concepts to others. Demonstrates a customer service approach to service delivery and effectively corresponds with both internal and external stakeholders in a diverse environment. Must have strong customer skills.

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 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 the installation, maintenance, management, data integrity and security of database systems. Provides administrative and technical assistance for district-wide database systems and applications to enhance and expand the ability to collect, process and retrieve data. Ensures compliance with regulation and requirements according to district policies. Keeps abreast of technological changes and advancements through professional development activities.

Accountable for project design and planning processes as required. Troubleshoots database problems and provides on-call database management technical support. Monitors database utilization and storage capacity, avoiding limitations and problems by designing, planning, implementing storage and expansion of database. Participates in the design, coordination and implementation of disaster recovery strategies for centralized District database systems.

Collaborates with diverse team members within the DCCCD community network to create, publish and maintain database deployment methods and procedures for databases. Coordinates with staff responsible for ongoing operation and support of the database and ERP applications in support of organizational initiatives. Ensures technical modifications do not adversely affect database integrity, stability and system availability.

Restructures databases at appropriate intervals, monitoring performance, implementing backup, recovery and restart procedures, utilizing the latest releases of database software in order to optimize performance. Cognizant of new technology standards and how it applies to the future growth and development of the services provided by the database system.

Track and report development progress and performance on a regular basis. Develops and provides initial and recurring training to users and developers on database functions, programming and program documentation.

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.