Job Description

Title: Database Administrator
CBA Position: KCSS
Department: IT
Reporting Manager: Director of IT
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: C44
Band Range: $52,362-$78,543
FY14 Budget: $
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:
Design, install, upgrade and maintain a variety of relational databases; install customize, upgrade and maintain ERP software.

Supervisorial Responsibilities: None

Minimum Qualifications/Basic Job Requirements:
- Bachelor's Degree in information technology, or related field.
- 3-5 years database administration and programming experience.

Illustrative Examples of Essential Functions:
- Administer, monitor, maintain and enhance the College databases; resolve database performance issues.
- Develop and implement policies and procedures to ensure database security and integrity; design backup systems.
- Provide support for ERP systems; troubleshoots problems; works with IT staff on resolving issues; configures software.
- Customizes ERP software; consults with College staff regarding report requests; develops specialized reports to respond to requests.
- Write and maintain documentation for College personnel to access appropriate College ERP data systems.
- Provide customer service assistance to all system users.

(Core Competencies) Knowledge, Skills, and Abilities:
- Possess strong organizational skills
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Demonstrate understanding of UNIX, Linux, and Windows Server operating environments.
- Understanding and knowledge of programming fundamentals, including SQL, HTML, Java Script, Crystal, and Visual Basic. (Understanding of Ellucian Products, Microsoft Share Point, and Oracle is preferred)

- Command strong understanding of Windows, database administration software, and core computer software programs.

Workload Summary:
(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires moderate physical activity and movement. Some instances of moving computer equipment in excess of 30lbs may be required.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014