



Job Description

Job Title: Senior Database Administration Manager

JTC: TAD

Salary Range: N09

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

A senior level position responsible for leadership and management of the district's database systems, to include maintenance of a strategic plan for use to enhance and expand the district's ability to collect, store, process, and retrieve data. Leads and supervises staff responsible for ongoing operation and support as well as application implementation in support of authorized initiatives.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge and experience in diagnosing and resolving hardware/software problems particular to database and data warehousing systems. Extensive knowledge and experience managing interactive database management systems, security, and recovery capabilities and techniques. Knowledge of programming languages, operating systems, data dictionary concepts and utilities. Knowledge of the functions and capabilities of a complex distributed computer environment.

Must have excellent troubleshooting and problem solving skills for creating and testing software. Experience with end-to-end performance, monitoring, and sustaining service to a high level of quality, standards, supportability and operability. Ability to propose and implement necessary service improvements. Advance knowledge of database backup and recovery strategies.

Ability to work cross-functionally across many organizations, excellent time management skills, self-motivated and strong organizational and time management skills. Solid knowledge in schema design in principles with demonstrated aptitude to apply best practices for scalable designs and influence developers. Positive attitude, enthusiasm, professionalism and strong work ethic with a high level of integrity.

Experience administering databases through full application life cycle, development, testing and production. Experience in establishing, writing and maintaining processes and procedures for databases. Ability to understand business needs in a fast-pace, constantly changing environment. Must be able to delegate, multitask and prioritize assignments. Must be able to work under pressures, have excellent analytical skills with strong attention to details.

Must have demonstrated supervisory experience. Excellent ability to interact and communicate effectively both verbally and in writing with individuals with various levels of technical expertise and diverse backgrounds. 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 or higher in related field plus six (6) years of work related experience. Official transcripts required. 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. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for providing technical expertise in the performance, integrity and security of the district's information database systems including the design, implementation and maintenance of database management systems that support institutional business applications. Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data. Assist with reports and data extraction as needed.

Secures and maintains databases by developing guidelines, policies and procedures to ensure compliance with legal regulations. Maintains database results by setting and enforcing standards and controls. Manages projects of significant scope and is responsible for planning, executing and implementing within timeframe and budget. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional activities.

Builds and maintains effective working relationships with diverse stakeholders and constituents internal/external to the DCCCD community network to ensure support in the ongoing operation of various database applications and initiatives. Collaborates and serves as a key member of the DSC IT Disaster Recovery Team.

Monitors and analyzes information and data systems to evaluate performance and determine ways to enhance based on new technologies, best practices, etc. Ensure databases and archives are protected from security breaches and data losses.

Provides proposals and recommendations to senior leadership on issues regarding hardware infrastructure acquisitions as well as any matters such as storage, backups or electrical requirements that may influence new systems. Identifies specialized software licensing requirements.

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



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perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.