

ENTERPRISE DATABASE AND APPLICATIONS ADMINSTRATOR

GENERAL DESCRIPTION OF CLASS

Under the direction of an assigned administrator or manager, the incumbent(s) in the Enterprise Database & Applications Administrator classification(s) performs the essential responsibilities related to the level of the classification and the area of assignment. The incumbent(s) is responsible for the management, security, integrity, and accessibility of the District's enterprise databases, Enterprise Resources Planning (ERPs) and related applications. This position provides leadership in planning, implementing, and maintaining database technologies that support student information systems, ERP, and other mission-critical applications essential to the operations of the District.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skills in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed within their classification as well as other related duties.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

1. Administer, maintain, and support the District's ERP system, databases, and related applications. *
2. Design, develop, and manage database structures, user access controls, and backup/recovery strategies. *
3. Develop, test, and maintain scripts and automation solutions for data management and basic ETL (Extract, Transform, Load) processes. *
4. Provide initial troubleshooting for database performance issues, ERP application issues, and system errors. *
5. Administer security policies within ERP and database environments, managing user roles, permissions, and compliance with data governance standards. *
6. Support reporting and analytics by providing database query support and assisting with report development. *
7. Monitor the District's ERP system, databases, and related applications to ensure optimal performance and availability. *
8. Research, evaluate, and assist in the implementation of upgrades, patches, and database enhancements aligning with industry best practices. *
9. Conduct routine database, ERP and application maintenance tasks and generate reports on system health and performance. *
10. Develop and maintain documentation of integrated systems configurations, scripts, and standard operating procedures. *
11. Provide user training and support for ERP and database functionalities. *
12. Assist in managing cloud-based ERP, database systems, integrated applications, and perform routine checks and optimizations. *
13. Perform advanced Structured Query Language (SQL) Server Database Administrator (DBA) tasks such as complex query optimization, detailed indexing strategies, performance tuning, database mirroring, clustering, and replication. *
14. Assist with data pipeline development, ensuring data flows smoothly between various applications, databases, and data warehouses. *

15. Assists with data architecture and infrastructure, helping to influence decisions on database technologies, data warehousing solutions, and big data technologies, ERP Strategies and other related application technologies. *
16. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy.
17. May serve on a variety of District committees as requested.
18. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Bachelor's degree* in data processing, computer science, information services, or technology related discipline; **AND**
- Four (4) years of increasingly responsible experience in managing and developing databases and data-driven applications and application server management experience directly related to the duties and responsibilities of the position; **AND**
- Two (2) years of experience specifically working with enterprise-level databases.
- Or, any combination of education and experience which would provide the required qualifications for the position.

**Bachelor's degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.*

DESIRED QUALIFICATIONS:

- Courses, training, or certification in industry standard relational database management systems and proprietary computer operating systems, programming languages or a related certification.
- Enterprise Resource Management software (SAP, Colleague and Banner administration).
- Installation, configuration and management of database and application server infrastructure.
- SQL Programming, including TSQL coding.
- Software installation, patching and integration.
- Unix and Windows operating systems.
- Apache, Tomcat and IIS web Server administration.
- Server, storage and network infrastructure and relationship to database systems, application servers and the enterprise software systems they support.
- Datawarehouse development and administration.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the district.
- Development of and supporting District programs and applications or other integrated data management information systems.
- Business processes for various District/college divisions and/or departments.
- Principles and best practices of database administration, architecture, and security.

- Enterprise Resource Planning (ERP) systems and their relationship to database platforms.
- Microsoft SQL Server administration, including backup strategies, index design, query optimization, and high availability features such as clustering, replication, and Always On availability groups.
- Structured Query Language (SQL) and Transact-SQL (T-SQL), including the development of complex queries, stored procedures, triggers, and functions.
- ETL concepts and tools used in data extraction, transformation, and loading processes.
- Data integration strategies and tools used to connect ERP systems with third-party and cloud-based applications.
- Data governance, compliance, and security standards, including role-based access control and audit logging.
- Monitoring and performance tuning of databases using built-in tools (e.g., SQL Server Management Studio, Query Store, Performance Monitor) and third-party solutions.
- Reporting and business intelligence platforms such as SSRS, Informer, and Power BI.
- Cloud-based database services and technologies (e.g., Azure SQL Database, AWS RDS).
- Disaster recovery planning and high-availability database strategies.
- Scripting languages (e.g., PowerShell, Python) for automation of database tasks and monitoring.
- Database lifecycle management, including upgrades, migrations, and capacity planning.
- Techniques for ensuring data quality, reliability, and integrity across systems.
- Modern data architecture, including data warehousing concepts and big data tools.
- Operational use and management of enterprise systems for administrative and academic data.
- Methods of applying data processing to educational and administrative computing problems.
- Methods and procedures used to evaluate and improve overall computer system performance.
- Mobile devices and applications utilized by the district and/or college.
- Various technology resources, including computers, hardware, peripherals and a variety of computer software programs and applications. methods, and techniques.
- Proper spoken and written English usage.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Understand and apply District and department policies and procedures as they related to the area of assignment.
- Learn and implement the required policies, procedures, rules, and regulations of the district and the department.
- Independently plan and execute projects in alignment with institutional goals.
- Understand and interpret data models, schemas, and entity relationships.
- Work collaboratively in a team environment while providing mentorship and guidance to less experienced staff.

- Stay current with emerging trends and best practices in database administration and data engineering.
- Communicate effectively both verbally and in writing, including preparing clear reports, technical documentation, and end-user training materials.
- Maintain a high level of confidentiality and integrity when working with sensitive institutional data.
- Adapt to new tools, platforms, and evolving job responsibilities in a changing technological environment.
- Plan, schedule, and direct system development projects.
- Perform complex system research and analysis.
- Perform design and programming tasks.
- Independently apply good judgment in making sound and educated decisions.
- Work successfully within a team environment.
- Analyze and research problems and prepare clear, concise reports.
- Provide technical training to peers and others.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, Board of Trustees, students, external organizations, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in the journey-level and senior-level, lead classifications may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees. The incumbents in the entry-level classification may provide work direction and/or guidance to student workers, student assistants, and/or short-term, temporary staff.

The incumbents in this class receive appropriate levels of supervision related to the classification of the incumbent from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Incumbents may be required to travel offsite to other District sites. Work is performed primarily indoors where some safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodation may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.