

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Database Manager	<i>BOT Date:</i> March 2, 2005
<i>Level:</i> F	<i>FLSA Status:</i> Exempt
<i>Class Code:</i> E0642	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Reporting to the Director for Administrative Systems, the Database Manager position is a senior technical position within the Information Technology division responsible for development, implementation, and maintenance of all database environments and platforms. Duties will include supporting the Datatel Colleague ERP solution suite, portal technologies, data warehousing, and other department administrative software applications where necessary. In addition to database platforms, the individual occupying this position provides senior-level consulting and technical leadership for one or more administrative software applications and related systems. The Database Manager is responsible for researching and evaluating new administrative information systems technologies appropriate for HCC and providing recommendations in further leveraging technology having institution-wide strategic implications.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Develop, test, implement, and maintain database platforms including the Datatel Colleague ERP solution suite and related administrative systems.	30%
2.*	Provides planning, technical and operational leadership for database sizing, performance tuning, capacity planning, security, and related change control processes.	15%
3.*	Plans, develops, documents, and maintains administrative procedures and plans for back-up/recovery processes.	15%
4.*	Provides technical consulting support to the applications development team as well as user departments relating to database structures, application interfacing, reporting, and software functionality.	15%
5.*	Designs and develops reports and reporting interfaces for applications external to the Datatel Colleague environment.	15%
6.	Research, evaluate, and test new technologies appropriate for HCC providing strategic recommendations for administrative information systems and applications.	10%
7.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS

Education:	Bachelor's required in Information Systems, Computer Science, or related field. Certification or documented training for an enterprise level database (Oracle, DB2, Sybase, etc) preferred.
Experience:	Three to five years prior work experience developing and managing databases required. Demonstrated understanding and solid experience managing databases within an academic setting. Solid Datatel Colleague ERP software experience in one or more application modules highly preferred. Web-based application development experience in an academic setting preferred.
Planning:	Plans and recommends specific technologies and services that are needed to complete projects. Most planning activities as project-based that could exceed one year but typically will not exceed three years. While the scope of most planning is departmental and/or divisional, some projects may have institution-wide strategic impact.
Impact of Actions:	Provides supportive advise, analysis, or related services which impact the expense or revenues but with no formal authority to actually spend fiscal resources. Recommends specific technologies and services that are needed to complete projects.
Impact of Decisions:	There is moderate responsibility for making recommendations and/or decisions which typically affect a department, but may at times, affect operations, services, individuals, and/or activities of the college. Position duties include responsibility for making project-based decisions.
Complexity:	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. Many problems are unique and unique solutions are required.
Decision Making:	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product, and to identify potential resources for assistance. A high level of independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, analyze processes, interpret precedents, and adopt standard methods and/or practices to meet variations in facts and/or conditions.
Problem Solving:	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, analyzing processes, evaluating resulting strategies, researching problem resolution databases that exist on-line, and timely escalation. A high degree of analytical ability and inductive thinking may be required to solve complex problems. Must be able to develop creative approaches to problems.
Communications with Others:	Regular contact with internal departmental personnel involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships. May involve communicating with professionals from other organizations relating to new software releases and problem resolution and working with vendors for technology hardware, software, and services.
Supervision of Others:	Responsible for making recommendations within the department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of assigned subordinates. Position may have responsibility for full- or part-time as well as project assigned staff. Supervising the activities of external consultants or temporary staff will occur frequently.
Job-Related Knowledge:	Requires extensive knowledge of database structures and administrative software applications, particularly one or more modules of the Datatel Colleague ERP software suite and related application programming and reporting tools. Able to integrate information from many diverse areas. Requires knowledge of administrative operations within higher education setting.
Innovation/ Creativity:	Work consistently requires the development of highly innovative methods, procedures, processes and strategies. Many of the issues require unique creative approaches and solution strategies.
Working Conditions/ Physical Effort:	Maintaining administrative databases typically exceed normal working hours and business days. Work requires only a modest amount of physical exertion and/or physical strain. Has the potential to be stressful during key business cycles. Substantial keyboarding is required in developing, testing, documenting, and maintaining software applications.