

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title	DATABASE MANAGER
Revised: 07/03/2019	Department	INFORMATION SERVICES
Level: PROFESSIONAL	IPEDS	PROFESSIONAL
FLSA: EXEMPT	Reports to	ASSOCIATE VICE PRESIDENT OF INFORMATION SERVICES

POSITION SUMMARY

The Database Manager serves as the Jenzabar EX (MS-SQL server) system administrator and PowerFAIDS (MS-SQL server) administrator. The position provides JICS relational database support for the Web Programmer/Analyst and oversees importing/exporting of data and back-up/restoration of databases. The Database Manager works with Programmer/Analyst to provide user support. Responsibilities also include working with permissions, report building and general support of all functions with the Jenzabar system including troubleshooting, coordinating upgrades, testing upgrades, and user support and training.

MAJOR FUNCTIONS

1. Serve as the system administrator for Jenzabar EX and PowerFAIDS.
2. Create accounts and assign permissions to system users as appropriate to positions and as approved by administrators and maintain user connectivity to database.
3. Create and administer proper database backup/restoration strategies with Information Technology (IT).
4. Performs Jenzabar upgrades with IT.
5. Troubleshoot and resolve database issues
6. Provide JICS database support for Webmaster.
7. Import/Export data as needed.
8. Assist end-users in developing and using database reporting tools.
9. Programming as needed
10. Provide Software Integration Support
11. Provide and coordinate user support and training
12. Provide LMS Support
13. Other related duties as assigned by the appropriate administrator.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. A Bachelor's degree from a regionally accredited college or university in CIS, MIS or related discipline is required.
2. Requires extensive knowledge of SQL programming language.
3. Requires in depth analytical and problem solving skills.
4. Ability to analyze information to assess needs and develop applications to access this information.
5. Experience in programming with Visual Basic, Java, HTML, and/or other programming languages; experience with Jenzabar strongly preferred or equivalent SIS system.
6. Demonstrated ability to communicate effectively with computer and information users.
7. Ability to plan, organize, and implement responsibilities effectively.

8. Ability to establish and maintain positive working relationships with other professionals, staff, students, and the public.

EQUIPMENT/SOFTWARE

1. Programming skills in Visual Basic, Java, SQL, or Informix and other programming languages.
2. Working knowledge of current hardware systems.
3. Ability to administer the current student information system (Jenzabar EX).
4. General understanding of Information Technology including; network protocols (TCPIP, TCP/IP, FTP, Virtual Networking).

POSITIONS SUPERVISED

Programmer/Analyst

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work will be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision for extended periods of time.
4. May have repetitive use of hands.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.
3. Ability to concentrate on assigned tasks and pay close attention to details.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Ability to effectively present information and respond to questions.
3. Ability to use and understand technical manuals.