PANOLA COLLEGE
JOB DESCRIPTION

JOB TITLE:	Database Administrator/Programmer		**FLSA status:**	Exempt

DEPARTMENT:	Information Technology Services	**REPORTS TO:**	Director of Information Technology Services

Position summary: Under indirect supervision, this position is responsible for maintaining information systems to support the transformation of data into information for decision-making purposes. This position reports directly to the Director of Information Technology Services.

Position responsibilities:

- Establish and implement new functional-based database systems as identified and required.
- Define new individual database user accounts.
- Establish database roles and issue permissions.
- Monitor user access to database to provide secure environment.
- Assist with the design, development, implementation, and maintenance of an institutional data warehouse and the college assessment reporting data system suitable for institutional accreditation purposes.
- Serve as in-house expert in database design, data repository and application integration.
- Obtain data and produce reports from a variety of data sources for dissemination to internal and external audiences.
- Prepare electronic surveys for administration and provide output results.
- Assist in all programming responsibilities as needed.
- Manage and maintain website for planning and institutional effectiveness and work closely with web developer and help implement various web projects.
- Manage database upgrades and patch installations, account maintenance, database backup and recovery, database security, system and database monitoring, database performance tuning, 3GL programming and compilation, etc.
- Assure quality control standardization, change management, and strategic planning for all database systems.
- Serve as first-line technical support for the administrative systems users with database related issues.
- Provide technical advice and support to users. This includes creating ad-hoc reports, data analysis and correction, training and problem solving.
- Analyze data using a variety of software packages.
- Research and recommend new methodologies and technologies to maintain a state of the art system and infrastructure.
- Working evenings or weekends and out of town travel may be periodically required.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree preferred with at least two years of effective experience or Associate's degree with at least four years of experience in database administration and programming. A degree in Computer Science or Information Systems or related field is desirable.

Knowledge, Skills, and Abilities Required:

- Knowledge and experience in institutional research and higher education preferred.
- Knowledge and experience with POISE (student information and financial system) and CONNX desirable.
- Training and skills in some combination of the following: JAVA, XML, PL/SQL, ASP, ASPX, HTML, XHTML, Dreamweaver, online surveying, etc.
- Ability to manage and coordinate projects, grasp needs of users, work with users/administrators with limited technical skills, and meet deadlines.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.