POSITION TITLE: Database Administrator  
DEPARTMENT: Information Support Services  

PURPOSE: This position implements and operates the college’s student management information system (SMIS).

**ESSENTIAL FUNCTIONS**
Install and configure SQL Server and integrate it with the Microsoft Windows operating system.

Query databases using the SQL Server administrative tools. Write Transact-SQL statements to query data, manipulate data, and program the server.

Maintain the system and perform day-to-day operations, including backing up and restoring a database, and recovering from a system disaster. Turn system on and off. Troubleshoot system problems.

Run reports, change forms, and load recordable media as needed.

Enforce data integrity by creating and implementing constraints, defaults, and rules. Set server, database, and user configuration options to tune performance.

Import and export data using the Bulk Copy Program.

Manage user accounts, logon security, and database permissions. Work with Human Resources or supervisor to give appropriate access to new hires in a timely manner.

Interpret and use work station commands and help other users. Train users in use of software, hardware, and network systems. Provide support for internet modules and internet connectivity.

Document system procedures and train Database Report Writer to function as a backup.

TVCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:
- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.
QUALIFICATIONS
MANDATORY:  Associate’s degree or two years of college course work, plus four years of direct, on-the-job experience with Microsoft SQL Server.  Demonstrated ability with relational database maintenance and design, ODBC-compliant reporting tools, and end-user training and support.  Must have a broad knowledge of Microsoft operating systems, basic networking principles, web browser, email client, integrated office suites (e.g. Word, Excel, Access), and have familiarity with backing up and restoring data from a server.  Communicate effectively verbally and in writing to technical and non-technical users.  Able to handle detail oriented work while meeting schedules and deadlines.  Have currently or gain in-depth knowledge of the student management information system; take on the role of assisting users with their requests for assistance with more complex functions and reports.

PREFERRED:  Possess Microsoft Certified Systems Engineer certificate and/or A+ certificate.  Bachelor’s degree in Computer Science.

PHYSICAL DEMANDS
Minimum physical exertion.  While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls.  The position requires mobility.  Duties involve moving materials weighing up to 5 pounds on a regular basis and up to 10 pounds on an occasional basis.  Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.

WORKING CONDITIONS
Most work takes place in usual office working conditions, where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.  May work some evenings and weekends to complete projects or meet the needs of the department.

SUPERVISORY RESPONSIBILITY
None.

SUPERVISION RECEIVED
Works under the general supervision of the Director of Information Support Services.

The above description covers the most significant duties performed but does not include other related occasional work.

Revised 5/10

I have read and understand this position description.

_________________________________________  ________________________________
Employee Signature            Date