Job Title: DBA/Portal Administrator

Reports to: Director, IT Administrative Services
FLSA Status: Exempt
Level: 213
Position Class:

Job Summary:
Maintains Oracle databases and Luminis portal for college and assists programming staff with development, implementation, conversion and customization of administrative software solutions.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Responsible for the maintenance and support of a Banner and Oracle database on UNIX Solaris operating system. Insures that the Banner system is online and accessible to the campus constituents 24/7. This includes 3 Oracle database instances for production, development and testing.

2. Keeps the database managed to peak performance, monitors daily system performance, tunes the database when necessary. Responsible for backup and recovery strategies.

3. Responsible for cloning and refreshing databases from the production environment to development and testing environments.

4. Manages patches and upgrades to the Solaris OS, Oracle database, and Banner and may be required to work evenings and weekends as needed.

5. Works closely with other IT staff to insure that interfaces are working properly. Works with
different IT technologies to resolve issues including batch programs, ProC, Cobol, Perl, Java, and Web services on multiple servers.

6. Troubleshoots various areas of the operating system and the database. Acts as a technical consultant and trainer when necessary.

7. Maintains the various security grants and roles for the Oracle database structure and within the Banner security construct.

8. Performs technical activities related to the design, analysis, development, and tuning of the Luminis Portal, and provides reporting and analytics related to those applications.

9. Sets up and continues to ensure that the Luminis portal is being backed up properly and able to restore in case of a disaster.

10. Performs other duties as assigned.

Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Associate’s degree from a two or four year college or university and four to six years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  None required for position.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Experience with Oracle RDBMS, Oracle Application Server, Apache Web Server, Sungard Luminis Portal, LDAP, Java, XSL, XHTML and strong ability and the desire to learn new
and unfamiliar technologies preferred.

- **Certificates and Licenses**
  Oracle certified professionals are preferred.

**Responsibility for People and Property:**
This position has no responsibility for people or property.

**Responsibility for Communication:**
- **Internal Contacts**
  This position interacts with all levels of College faculty and staff.

- **External Contacts**
  This position interacts with third party vendors.

**Work Environment:**
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.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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