



GLOUCESTER COUNTY COLLEGE

POSITION DESCRIPTION

Date: 09/09

POSITION TITLE: **Banner DBA and System Administrator**

ORGANIZATIONAL UNIT:

EEO:

REPORTS TO:

GRADE:

GENERAL DESCRIPTION

Performs functions to manage a SunGard Banner ERP/EIS system and related systems with emphasis on the Oracle database portion of the system. Candidate must also be well versed in Red Hat Linux. Acts as a backup Banner System Administrator.

DUTIES

1. The Database Administrator (DBA) is the principal maintainer and an expert technical resource for database applications and the database itself.
2. Has primary responsibility for the implementation, maintenance and performance of Oracle and other DBMS products and their successful integration with other solutions.
3. Major technical duties include installation, configuration and upgrade of Oracle and other DBMS products and application system software, monitoring and tuning database performance, establishing user access controls, database security, defining/modifying database objects and capacity planning.
4. The DBA provides support for integrated systems and expert advice and assistance for custom development efforts.
5. Document and track work within systems.
6. Research methods or offer suggestions for improved system operation and efficiency.
7. Assist in the development of policies and procedures that affect the operation and use of the Banner enterprise information system.
8. Resolve problems and answer routine questions without direct supervision.
9. Generally defines own priorities of service.
10. Keeps management informed of opportunities, problems and issues.
11. Performs other duties as assigned which are not limited by the description contained herein.

MINIMUM QUALIFICATIONS

- Bachelor's degree or above in CS, MIS or related field preferred.
- Minimum five years experience in Oracle database administration and programming in addition to SunGard Banner ERP/EIS experience.
- Experience with the following: Oracle management tools (OEM, RMAN), Oracle Networking (SQL, Net, Net8, etc) Oracle development tools (Forms, Reports, Developer), Oracle programming (PL/SQL, Pro C), ERD & ETL tools, Oracle application servers.
- Red Hat Linux administration, MS SQL server management is desirable.
- Excellent communication skills and the ability to work well with many individuals in a diverse higher education environment.
- May require extensive after-hours and weekend/holiday support and being on call during non-scheduled work hours.