

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
POSITION ANNOUNCEMENT**

**DATABASE ADMINISTRATOR**

The Louisiana Community and Technical College System (LCTCS) is now taking applications for one Database Administrator.

**SUMMARY:**

Under general supervision, the Database Administrator provides technical expertise in the design, implementation, and maintenance of relational database management systems (RDBMSs) that support institutional business applications. Ensures logical data models are mapped effectively and efficiently into physical data models that take advantage of the characteristics of the specific database management system used. Responsible for technically supporting multiple databases that run system-wide business and academic applications which are accessed by multiple units or entities.

**DUTIES AND RESPONSIBILITIES:**

- Reviews, develops, and designs data models using standard diagramming techniques, in conjunction with application development teams; creates logical data models and translates into physical database structures that integrate with existing or proposed database structures.
- Monitors relational databases to optimize database performance, resource use, and physical implementations of databases; addresses a variety of database integration issues including migration between disparate databases, integration, maintenance/conversion, capacity planning issues, and new applications.
- Maintains development, test, and production RDBMS environments.
- Monitors and maintains database security and database software, in cooperation with data security administrators.
- Provides advice to applications programmers in the effective use of database languages; advises on troubleshooting, exception processing needs, and other data management issues.
- Maintains availability and integrity of databases through multiple access schemes; facilitates sharing of common data by overseeing proper key and index management and data dictionary maintenance.
- May evaluate and recommend testing and evaluation of new procedures, software, and hardware.
- Monitors and manages database backups, logs, and journals; installs, maintains, and upgrades database software; restores and/or recovers data as required.
- Creates, procures and maintains various database related documents such as manuals and programmers handbooks.

- May provide 24 hour on-call support.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- Performs miscellaneous job-related duties as assigned.

**EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree in an information systems, business, or administrative related academic discipline from an accredited university or college; or a bachelor's degree in a non-related academic discipline from an accredited university or college, and two years of experience directly related to the duties and responsibilities specified.

**REQUIRED SKILLS:**

- Knowledge of current technological developments/trends in area of expertise.
- Ability to interpret data models and to develop database structures.
- Ability to use standard diagramming techniques to design and develop computer data models.
- Ability to implement and troubleshoot programming changes and modifications.
- Ability to program, configure, manage, and maintain the operation of complex relational databases.
- Ability to develop and manipulate large, complex data sets.
- Knowledge of computer and/or network security systems, applications, procedures, and techniques.
- Ability to operate on a scheduled on-call basis.
- Knowledge of data integrity methods and techniques.
- Technical writing skills.
- Ability to perform acceptance testing on computer systems, applications, and hardware.
- Ability to install, maintain, modify, and upgrade database software.
- Ability to provide technical guidance and leadership to professional personnel in area of expertise.

**PREFERRED SKILLS:**

- Prior experience with the Peoplesoft Peopletools.

- Proficiency with SQR, Peoplecode, and Crystal Reports.
- Working knowledge of Peoplesoft Financials, HRMS, or Student Administration.
- General knowledge of data warehousing concepts.

Salary Range: \$45,000 – \$70,000

Applicants for this position should submit a cover letter, resume and the names and contact information of three work-related references to: Assistant Director of Human Resources, Louisiana Community and Technical College System, 265 S. Foster Drive, Baton Rouge, LA 70806 or via email to [fkillen@lctcs.edu](mailto:fkillen@lctcs.edu)

Applications are accepted until position is filled.