

JOB DESCRIPTION



Position Title: Director of Administrative Computing

Department: Technology Services

Employment Category: Administrative Staff

Primary Location: Sierra Vista Campus
District-wide

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS16

Position Summary: The Director of Administrative Computing is responsible for the administrative computing systems management of the college, including oversight of the college's Enterprise Resource Planning system (ERP) and integrated systems and staff that support the administrative computing functions of the college.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Oversees administrative computing resources including staff to improve performance supporting the needs of the user community; supervises, trains and evaluates staff members responsible for the delivery of administrative technical support services; provides direction, guidance, training and career enhancement opportunities; Responsible for managing, maintenance and support for all aspects of the colleges ERP(Banner) system, including all third-party apps and services that require connection to ERP(Banner) system.

Administers database security protocols, capacity planning, system performance, monitoring and tuning; designs, implements, and maintains complex database systems; maintains database dictionaries and integration of systems through database design in cooperation with application(s) programming development personnel; assists with maintenance of database installation and backup procedures

Maintains system version currency and executes database and system upgrades; prepares test databases for program validation; assist in identifying and developing distributive databases as needed

Prepares documentation for distribution within and outside of the administrative computing group as required; builds complex views and queries

Coordinates software evaluation and installation relative to database and system module structures and requirements; schedules processes and manages backup procedures; assists with disaster recovery procedures

Ensures support and compliance for audit preparation and that execution meets best practice for all regulatory requirements including college policies; assists with budget preparation to support application technology requirements and provides strategic input as it relates to the ERP(Banner) system and its role in supporting the colleges, institutional effectiveness, and organizational excellence initiatives;

Works collaboratively to oversee technology initiatives that support and enhance the colleges goals and initiatives; maintains technology expertise, keeping current with evolving systems analysis, programming and database technology

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Revised 04/21

VPA approved 042721

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Education and Experience:

Bachelor's Degree with major in Math and Computer Science, technical discipline or related field from a regionally accredited institution of higher learning recognized by the US Department of Education
Five years' relevant experience, including database management and programming experience, preferably in an Ellucian Banner environment

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered.

Knowledge, Skills, and Abilities:

Working knowledge of Ellucian Banner ERP

Knowledge of database structures including those of Oracle databases Knowledge of an Oracle Database

Environment and Microsoft Office suite Knowledge of database tools and scheduling technologies

Knowledge of change management and security structure and maintenance Knowledge of best practice for database management

Knowledge of logical design and requirements definition for complex software development Knowledge and discipline to document technical configuration, and database structure in order to exhaustive define production environments

Knowledge of and ability to follow college policies and procedures

Knowledge of complex technical compatibility relationships and the ability to manage such Skill building complex views and queries

Skill communicating technical information to non-technical audiences both verbally and in writing Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail and time management

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Preferred Qualifications:

Preference may be given to individuals with knowledge/experience with Banner (ERP), RMAN, WebLogic/Tomcat, Apache Listener, VM/Hyper Convergence (basic) SSL Cert, and Oracle Wallet

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Chief Information Officer

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.