

**Database Administrator (FT)**

Albany Technical College is seeking a highly motivated, well-qualified individual to fill the position of Database Administrator. He/she will report to the Director of Information Technology and will design, secure, implement, and maintain supported database management system(s) (DBMS). He/she will be responsible for data integrity and database security, job submission operations, Banner printing maintenance, logging, standard practices compliance, and troubleshooting technical issues, and familiarity with functional (end user) processes. Additionally, the Database Administrator will interact with the Technical College System of Georgia (TCSG) and third party vendors to resolve local and third party product issues. He/she will work with users to determine and develop specifications for data driven applications, ensure agency databases maintain proper security in compliance with the information security plan for each application and install each DBMS in the required physical environment. The Database Administrator will assist end users and other team members in proper access to each DBMS, monitor usage, storage and performance of existing DBMS to ensure efficient operation, and support users of the agency DBMS applications. He/she will act as the technical consultant for new initiatives related to Banner and Banner add-ons, provide expertise and guidance on technical aspects, provide internal and external documentation on the use and functionality of all supported DBMS, provide training for agency personnel for the DBMS applications and assist with developing or review of DBMS physical data backup. He/she will support the assigned technical college’s email system, prepare assigned reports, participate in periodic disaster recovery simulations to ensure data recovery plans work, and communicate effectively with staff, Technical College System of Georgia (TCSG), and vendors to ensure smooth collaboration and project success. He/she will provide technical support for Banner and third party Banner integrated products such as Campus Logic and eLumen Manage Banner Security and Active Directory by creating, removing, and maintaining user accounts, security groups, and object access. He/she will write and troubleshoot programs for the maintenance of school systems, including data transfers between dissimilar systems, report writing, data extraction and manipulation, and automation of file transfers and scheduled daily process operations. He/she should be proficient in the following operating systems: Windows Server, Ubuntu, Red Hat, CentOS, RHEL. Utilize programming languages such as SQL, HTML, Bash shell scripting, JavaScript, PHP, Perl, Java, Cold Fusion, and Python, and have knowledge of the installation process for software applications and operating systems. He/she should have the ability to provide technical support and assistance with hardware and/or software, have the ability to research and design queries and reports, and have the ability to maintain network users, directories and the security of the system. The Database Administrator should have decision-making and problem solving skills, skill in interpersonal relations and in dealing with the public. Adaptability to changing technologies and ability to learn new tools quickly. Prior experience in a related field or relevant work experience is highly desirable. Ability to work independently and manage multiple tasks efficiently with attention to detail. He/she should have good oral and written communication skills and be responsible for other duties as assigned.

**Minimum Qualifications:** The candidate MUST have a Certificate \*OR\* Bachelor’s degree in a related field \*AND\* have two (2) years of experience working with DBMS design, implementation and support using Oracle, Microsoft SGL, or other industry standard DBMS \*OR\* Four (4) years of experience working with DBMS design, implementation and support using Oracle, Microsoft SQL or other industry standard DBMS.

**Physical Demands:** Work is typically performed in an office setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be used for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**Kathy Skates, Vice-President of Administration1704 South Slappey Blvd. Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola K. Edwards Office of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |