Title: Database Architect

Department: Information Technology
Reports to title: Director of Enterprise Applications

Full Time: X Part Time: _____ Date Prepared: 5/17/2019

Job Group & Level: PT4 Regular Daily Work Schedule: N/A

Pay Type: Weekly_____ Monthly X _____ Months Per Year: __12__ Hours Per Week: __40__

(Summer Months) Months Per Year: ___ Hours Per Week: 

1. Summary of Position:

The Database Architect functions in a high performing team to strategically implement best industry practices and builds best-in-class business systems for data reporting and analysis.

As a technical resource, work with colleagues in the Enterprise Applications and Systems and Network Services IT staff. Discover and analyze technical and operational requirements from College administrative offices and translate them into viable technical solutions in support of enterprise reporting. Conduct Business Process Analyses, define and validate technical and business requirements, and implement enterprise operational and business intelligence data reporting solutions, primarily in the SAP Business Objects, Tableau, and MSSQL databases in the near term. The College is moving rapidly to best of breed applications, so the data reporting solutions are expected to change as we embrace new technologies and applications in the data reporting space.

Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:
30% Data Reporting Systems Architecture:

- Conduct Business Process Analyses to discover, document and assess end-user requests, provide time estimates and prepare project plans;
- Plan and execute the implementation, design, security and management of enterprise operational and business intelligence reporting solutions;
- Support reporting infrastructure with processes, documentation, security and performance monitoring;

20% Database Programming and Management:

- Define and validate technical and business requirements;
- Design, create and tune database objects to support normalized and dimensional models following architectural standards and best practices;
- Promote design that extends to meet future business and technical requirements;
- Develop, maintain, and enhance data quality control reports and electronic monitoring as needed to maintain or improve efficiency;
- Maintain referential integrity of the databases;

20% SQL Programming:

- Develop ETL code as needed;
- Develop, analyze and optimize SQL queries.

20% Report Writing:

- Support Information Technology staff and technical lead staff in administrative offices to deliver effective end-user reports;
- Support functional departments, consultants and partners to enhance existing reports and develop specifications for new reports;

10% Perform other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**

- Frequent interaction and communication with College administration, faculty, academic departments and IT staff, and regular communication with software support services and colleagues at other higher education institutions.

4. **Education:**

Required:
- Bachelor’s Degree, or 7 years of relevant experience in lieu of a degree
5. **Experience:**

**Required:**
- 5-7 years of professional experience in database administration
- Professional experience producing complex operational and business intelligence reporting solutions
- Professional experience working with enterprise business intelligence systems
- Professional experience working with an enterprise resource planning (ERP) system
- Commitment to or experience working with a diverse community

**Preferred Additional Skills/Experience:**
- Professional database programming experience using ODBC, DBI, Microsoft SQL, and MySQL
- Professional experience gathering project requirements from end-users with varying levels of technical expertise; SAP Business Objects System Administration, Universe design, security administration, Web Intelligence reports and dashboards
- Professional experience designing, creating and tuning physical database objects (tables, views, indexes) to support normalized and dimensional models. Ability to maintain referential integrity of the database
- Apache and IIS web environments
- Experience designing and building data warehouses and cubes
- Experience with web technologies
- Ellucian Colleague (ERP system)
- Workday (ERP System)

6. **Environmental and Physical Demands:**

- Repetitive hand motions - fingers, hands and wrists.
- Ability to operate, activate, prepare, position, inspect and assess the proper functionality of computer, keyboard, mouse and A/V systems
- Traverse campus throughout the year regardless of weather
- Occasional exposure to outdoor elements, and fluctuations in temperature and humidity
- Frequent standing, sitting, stooping, kneeling, bending, crawling, reaching
- Ascending and descending stairs
- Ability to access small spaces
- Ability to lift, carry, push and pull up to 25 lbs
- Visual – normal concentration

7. **Decision Making:**

- Performs leading edge work; displays a high level of critical thinking and analysis in bringing resolution to high impact, complex and/or cross-department and division problems.

8. **Supervision Exercised/Received:**

- Works with a high degree of independence.

Supervisory Responsibility:  Yes  __________  No  X_________
Number of Employees Supervised: _________