

Class Code.....0638
Position # (PSA).....
Developed by:.....MM
Reviewed by:.....SG
Approved by:.....
Date:.....09/10

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, University Computing Systems/Database Services

DIVISION: Academic Affairs

REPORTS TO: Associate Director, University Computing Systems

GRADE: 15

SUPERVISES: Technical and clerical support staff

BASIC FUNCTION:

Manage the University's database and related application and system integration services. Supervise database and integration support personnel, as well as plan, manage, secure, and integrate the University's databases and applications supported by University Computing Systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide centralized control and coordination of all database and system integration activities promoting an installation-wide view of hardware and software needs.

Coordinate efforts to establish and maintain database and system integrity including their related security issues, process, policies and procedures, database implementation, configuration and tuning, application and support system implementation, and configuration and tuning.

Manage, assign, and/or coordinate projects related to the following areas: application technical support and tuning, system integration; database installation, maintenance, upgrade and support; related supporting product installation, upgrades, and fixes; security configuration, installation, maintenance, and tuning for related databases and environments assigned.

Manage, supervise, organize and review the performance of database and system support personnel including skill development.

Configure and manage all database and system environments as assigned including participating in or being responsible for system architecture design and implementation.

Coordinate database, system and infrastructure security with other ITS staff and security personnel. Coordinate efforts of database and system support with other sections of Information Technology and end user departments.

Responsible for the efficient and effective use of database technology by professional computing staff and by users of University data; advising and educating with regard to data management practices, application /database design, and application restart/recovery methodologies.

Evaluate, recommend and implement database support tools and products designed to maintain the university's databases. Evaluate, recommend and implement system integration tools and products designed to maintain the university's systems across multiple platforms.

Establish and coordinate with computer operations staff all database and system-related operating procedures for backup, restart, and recovery.

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Monitor, evaluate, interpret, communicate, recommend and take necessary actions/plans to changes or announcements from software and/or hardware vendors associated with assigned databases, applications/systems.

Continually monitor and assess the database, system configuration and system integration needs of the user community in relation to short and long-term goals.

Evaluate application and infrastructure hardware and software, their relationship to the University's database platform(s), making recommendations and action plans to implement feasible, dependable solutions supporting University systems. Prepare detailed studies of application, database, and infrastructure.

Establish data warehouse databases, policies and procedures based on user community needs, as well as balancing technical requirements.

Create, manage and maintain regular database and system performance monitoring processes including providing feedback necessary to ongoing configuration maintenance and performance tuning.

Provide technology staff and management, as well as end-user staff and management, regular status reports and plans related to management of databases and systems assigned.

OTHER DUTIES AND RESPONSIBILITIES:

Maintain proficiency in the skills, best practices, software tools and procedures to support, implement and maintain system integration and performance of databases used within the University.

Maintain an understanding of University business practices supported by technology administered in University Computing Systems.

Perform duties and responsibilities of a database and system support analyst.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Must be proficient in the use of workstations and multiple operating systems on both desktops and servers, which support database platforms, internet/intranet, and programming languages to support the University databases, technical and applications services.

QUALIFICATIONS:

Required: Bachelor's degree; minimum of five years of experience with relational database technologies (preferably Oracle), at least three years of which must be in the area of database or application administration; related supervisory experience and project management skills, and demonstrated ability to organize, coordinate, and supervise support staff; demonstrated proficiency in the use of workstations and operating systems on both desktops and servers which support database platforms, internet/intranet, and programming languages to support the University databases, technical and applications services; strong interpersonal skills and ability to communicate effectively orally and in writing; ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; ability to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports.

Preferred: Master's degree; experience with PeopleSoft/Oracle applications; experience with Windows and Linux; Work experience in a higher education setting.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.