

IT Database Administrator - IT Data Management - Entry Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=251350>

Downloaded On: Jan. 11, 2025 12:09pm

Posted Jan. 10, 2025, set to expire Jan. 21, 2025

Job Title	IT Database Administrator - IT Data Management - Entry
Department	District Info Technology
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jan. 10, 2025
Application Deadline	01/21/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Information Technology
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Job Description

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IT Database Administrator - IT Data Management - Entry

Community Colleges of Spokane

Location: Spokane Falls Main Campus

Department:District Info Technology



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Salary Range: \$5,479 - \$7,369

Starting salary for this position is: \$5,479 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be accepted until 4:00 p.m. PST on 01/20/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the IT Database Administrator - IT Data Management - Entry

JOB SUMMARY

The Information Technology Division (IT) deploys strong technical skills and a passion for improving the lives of students, staff and faculty in a dynamic teaching, learning, and working environment. IT puts students first, promotes equity through accessible learning and information technologies, and provides responsive service with excellence and integrity.

The Information Systems and Development Services (ISDS) department within IT provides database, application development, and integration support for IT solutions at Spokane Colleges. The Database Administrator position, under general direction of the department supervisor, independently performs advanced analysis, design, technical coding, and database management tasks to resolve complex application database issues.

As a member of a team, this position applies technical knowledge to perform intermediate complexity

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tasks such as: planning, recommending, and implementing complex database projects; facilitating application interfaces and application integration; analyzing and resolving problems; assisting others in de-bugging problems with vendor products; researching environment issues, platforms, database software and hardware requirements; and performing data analysis and data flow diagramming. The incumbent must understand the customer's business needs and implement solutions accordingly. Most of the tasks performed by this position have districtwide or multiple-functional area impact. Tasks may require integration of new technology, and/or change how the organizations' missions are accomplished.

This position works on-site in Spokane, Washington.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Participate in and contribute to ISDS department and Spokane Colleges IT division meetings and collaborations. *
- Document all work efforts adequately for self and colleagues/supervisor using the Spokane Colleges IT division and ISDS department standard work tracking system(s) and approach (currently FreshService tickets). *
- Model and support positive and respectful communication and service to colleagues, supervisor(s), stakeholders/clients, and the public. *
- Ensure accurate and efficient operation and availability of Spokane Colleges data environments and the data, dependencies, logic, and components within those environments. *
- Respond efficiently to concerns and issues as surfaced through spoken, print, or electronic communications including but not limited to voice, text/chat, email, phone, and ITSM (FreshService) system tickets. *
- Assist with planning, researching, developing, testing, implementing, enhancing, and maintaining data integrations involving components including but not limited to automated and manual SQL Agent jobs, PowerShell scripts and modules, SSIS packages, tables, views, stored procedure, functions, etc. in order to provide data to and/or get data from remote and local databases and related systems in support of Spokane Colleges use of third-party and locally-developed IT solutions. *
- Work with staff at the Washington State Board for Community and Technical Colleges (SBCTC) and its member and partner colleges, Spokane Colleges Institutional Research (IR) Office, and other Spokane Colleges functional areas and user groups to gather information, define database requirements, and develop implementation plans pertaining to the database objects and components required; monitor performance on data solutions. *
- Assist with designing systems, which may include such tasks as: system modeling, system mapping and planning system connectivity or re-configuring existing systems; assist with building

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- systems to meet required standards and integrate and certify software/hardware. *
- Assist with planning, consulting on, coordinating and facilitating the installation of systems, hardware, software, application interfaces, and applications; assist with resolving complex installation problems coordinating with installation vendors; assist with creating and supporting processing environments (test, demo, production) including patches and systems security. *
 - Assist with designing and implementing physical databases from logical models; request disk space, develop load procedures and prepare data for loading; monitor database management system and application performance; analyze and document performance problems. *
 - Perform data analysis and design a data repository (staging area) to support the data warehouse; including design and development of applications for maintaining and reviewing repository information; train and assist staff in the use of the data repository; work with technology support to define and implement database security procedures. *
 - Assist with writing database documentation, including data standards, procedures and definitions for the data dictionary ('metadata'), and deployment procedures; design end user interfaces including wizards for data modeling and reporting; assist with developing best practices and training staff for data loading and extraction into and out of the data warehouse. *
 - Identify and define business requirements of end users as it applies to database and application development; develop and maintain district-wide database standards, naming conventions, performance analysis, and deployment procedures. *
 - Represent organization-wide computing standards and philosophy at meetings in relation to projects; report information appropriately back to colleagues, unit manager and administrator. *
 - Model professional decorum and mutual respect in all personal interactions. *
 - Comply with district policy, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
 - Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results

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- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Options:
 - 3 or more years' experience with data analysis and design in a SQL Server environment including database administration and development experience creating stored procedures and SSIS packages OR
 - Associate degree in a computer science-related field and 2-3 years of the above experience OR
 - Bachelor's degree in a computer science-related field and at least 1 year of the above experience.
- Experience with Microsoft server platforms and technologies as well as Visual Studio and PowerShell.
- Knowledge of and experience with ETL systems, particularly related to MS SQL Server Integrations Services (SSIS), SQL Server Analysis (SSAS) and SQL Server Management Studio (SSMS).
- Must be a detailed-oriented self-starter focused on understanding and solving identified problems.
- Consistent modeling of positive and respectful communication (spoken, written, and otherwise) and service to colleagues, supervisor(s), stakeholders/clients, and the public.
- Consistent maintenance of a high level of professionalism, working to establish a positive rapport with clients, colleagues and others.
- Strong focus on positive conflict resolution and empathy toward understanding and giving student other stakeholder perspectives and needs high priority.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with multiple abstract and concrete variables.
- Ability to effectively deal with ambiguity and changing project requirements and to be flexible and responsive in working relationships.
- Ability to work with non-technical end users and other stakeholders and participants in database-

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related projects and initiatives.

- Flexibility and adaptability to change within the IT division and the ability to have a positive overarching participatory view of change within the global Spokane Colleges organization.
- Ability to effectively participate in cross-functional teams and collaborate with colleagues in other departments and other institutions/organizations - including vendor/partner representatives.
- Consistent delivery of accurate and timely work.
- Strong multi-tasking skills and ability.
- Strong project management skills.

DESIRED QUALIFICATIONS

- Database experience in a development environment.
- Microsoft Certifications: MCDBA, MCSA, MCAD.
- Working knowledge of Internet/Web technology (browsers, firewalls, and security). Experience working in C# and the .NET environment.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is often sedentary
- Work directly with clients.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- This position works on-site in Spokane, Washington.
- May require local or regional travel.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all

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smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

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[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or



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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/it-database-administrator-it-data-management-entry-spokane-washington-united-states>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Community Colleges of Spokane

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