Job Title	Database Manager
PVN ID	VA-1605-001167
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Research, Evaluation and Progr
Status	Full Time
Annual Salary	$75,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Sep 30, 2016 (Or Until Filled)

General Description

BACKGROUND:

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 540,000 students in degree, certificate, and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs (SUD) oversees a wide range of programs and initiatives within the University and in New York City, including adult literacy, service learning, early childhood professional development, workforce development, and continuing education programs. SUD also oversees a number of collaborative programs between the University and the New York City public schools, such as CUNY's Early College Initiative (ECI) and College Now; additionally, the unit manages the CUNY Language Immersion Program (CLIP), Accelerated Study in Associates Program (ASAP), and CUNY Start.

The Office of Research, Evaluation, and Program Support (REPS) within SUD investigates issues of college access, college success, career-readiness, and educational equity among students and other populations in New York City. REPS, founded in 2012, partners with the above-mentioned programs, as well as external organizations, and provides evaluation services and data management support (http://www.cuny.edu/academics/evaluation/focus.html).

As an evaluator, REPS provides programs with implementation and impact studies, allowing the initiatives within the Office of Academic Affairs to develop, improve, and ultimately reach key project goals. REPS explores areas such as academic skills and achievement, college-readiness, developmental education policy, and workforce-preparedness. REPS uses rigorous methods to examine program performance, employing qualitative and quantitative social science research methods. In addition, REPS supports programs by providing the reporting tools and data management essential to ensure program efficacy. REPS regularly shares its findings with a variety of audiences, including program administrators, campus officials, and a national audience of educators, researchers, and policymakers (http://www.cuny.edu/academics/evaluation/library.html).

***GENERAL DESCRIPTION*:**

The Office of Research, Evaluation and Program Support (REPS) is seeking a Database Manager who will work under the supervision of the Senior Manager for Database Administration to oversee and coordinate the database design and development for a variety of existing stand-alone educational and workforce development programs in the Office of the Senior University Dean for Academic Affairs at CUNY and to develop and implement a strategic plan for the office's next generation of data management.

The Database Manager will be responsible for leading database design projects for REPS databases under the supervisions of the Senior Manager for Database Administration. This role will involve overseeing the migration of existing Access databases to an Oracle environment by planning, managing, and documenting the data architecture of REPS databases in Oracle. The Database Manager will work as part of a growing team of Data Specialists within REPS, alongside a team of social science researchers.

Other Duties

DUTIES INCLUDE:

Planning/Design

- Review existing data management practices with Senior Manager for Database Administration and address future office database needs through the development & implementation of a strategic plan;
- Map out the conceptual design for proposed databases in Oracle;
- Design data flow diagrams and data models;
- Develop and manage policies and processes to continually improve the supported technologies and projects.

Management

- Create and administer database objects (tables, forms, queries/views, reports, and functions, etc.) from design to deployment and utilize subject matter expertise to design or re-use, configure, and implement database solutions/processes that maximize system availability efficiently and effectively, and so as to preserve data integrity, recoverability, and supportability;
- Manage day-to-day maintenance of REPS databases;
- Supervise full- and part-time data specialists.

Documentation

- Create and maintain Standard Operating Procedures (SOPs) to ensure accuracy, consistency, and relevancy of all information stored across the REPS databases;
- Work with staff to create the end user documentation and training materials to be used throughout the life of the database.

Other tasks

- Provide technical and operational assistance to users, troubleshoot and resolve application and database related problems;
- Work with IT to solve technical problems;
- Perform other duties as assigned.

Qualifications

- Bachelor's degree in Computer Science or related field required;
- Minimum 4 years experience work in data management with a strong background in relational database design with knowledge of SQL Databases (Microsoft Access, Oracle database, Microsoft SQL Server);
- Strong understanding of relational data structures, theories, principles, and practices;
- Knowledge of data warehousing, dimensional design/modeling and ETL architectures;
- The ability to write complex SQL queries, stored procedures, triggers and views and program in PL-SQL,VB/VBA and at least one other programming language (such as Python or Java);
- Experience with Oracle database products (APEX, SQL Developer Data Modeler, SQL Developer, ODI);
- Able to prioritize a heavy workload with minimum supervision;
- Superior project management and documentation skills;
- Exhibits great attention to detail;
- Capable of translating technical issues for a non-technical audience;
- Excellent organizational skills with the ability to handle multiple tasks at once.

SALARY: $ 75,000.00 - 85,000.00; commensurate with experience.