

Job Title	Database Manager
PVN ID	VA-1804-002456
Category	Information Technology
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Data Management & Analytics (D
Status	Full Time
Annual Salary	\$75,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Jun 18, 2018 (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 across 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 and College Now; additionally, the unit manages the CUNY Language Immersion Program, CUNY Start, and the Accelerated Study in Associates Program (ASAP).

The Office of Data Management & Analytics (DM&A) is situated within SUD, under the University Dean for Strategic Initiatives. Led by the Senior Director for Data Management & Analytics, DM&A works closely with the Office of Research, Evaluation & Program Support (REPS) to support social science research about SUD programs, as well as external projects and initiatives. . DM&A is responsible for the design and development of systems to manage data, analytics, data integration, data governance across programs, and for translating program practices and management needs into complex data solutions.

GENERAL DESCRIPTION

The Office of Data Management & Analytics (DM&A) is seeking a Database Manager who will work under the supervision of the Senior Director for Data Management & Analytics, and will oversee and coordinate database design and development for 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 must be able to function independently. Under the supervision of the Sr. Director of DM&A, the Database Manager will be responsible for leading database design projects for the DM&A unit. This role will involve overseeing the migration of existing Access databases to an Oracle environment by

planning, managing, and documenting the data architecture of DM&A databases in Oracle. The Database Manager will manage a growing team of database administrators, application developers, and database report writers.

Other Duties

Planning/Design

- Review existing data management practices with the Sr. Director of DM&A and address future office database needs through the development and implementation of a strategic plan;
- Map out the conceptual design for proposed databases and APEX applications in Oracle;
- Design data flow diagrams and data models;
- Identifies database requirements by interviewing stakeholders; analyzing department applications, programming, and operations; evaluating existing systems and designing proposed systems;
- Develop and manage policies and processes to continually improve the supported technologies and projects.

Data 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 SUD program databases

Personnel Management

- Supervise individual staff members.
- Work effectively with the Senior Director, Data Management & Analytics to oversee REPS data projects; manage projects and project teams by creating project timelines, assigning tasks, monitoring progress, and ensuring deliverables are on time;

Documentation

- Create and maintain Standard Operating Procedures (SOPs) to ensure accuracy, consistency, and relevancy of all information stored across the SUD program 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

Required:

- 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 managing project teams working on multiple tasks and deadlines;
- Ability to prioritize a heavy workload with minimum supervision;
- Superior project management and documentation skills;
- Capable of translating technical issues for a non-technical audience;
- Excellent organizational skills with the ability to handle multiple tasks at once.

Preferred:

Experience with Oracle database products (APEX, SQL Developer Data Modeler, SQL Developer, ODI

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

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.

All applications must include a cover letter and CV/Resume.