

CLASS TITLE: Data Warehouse Administrator

BASIC FUNCTION:

Under the direction of an assigned supervisor, responsible for the design, development, implementation, maintenance, enhancement, and support of data warehousing, business intelligence and reporting systems.

DISTINGUISHING CHARACTERISTICS:

The Data Warehouse Administrator is the senior level position supporting core data warehouse and reporting system infrastructure and provides leadership for the Data Warehouse and Reporting team. Following operating policies and procedures, the Data Warehouse Administrator receives minimal assistance and exercises discretion and independent judgment as new or unusual situations arise. The Data Warehouse Administrator is accountable for the Data Warehouse and Reporting team following established processes, standards and best practices.

REPRESENTATIVE DUTIES:

Serve as the senior level data warehouse and reporting systems professional supporting core data warehouse and reporting systems infrastructure

Lead the design of and responsible for the development, documentation and prioritization of strategies and architecture for supporting KCCD's data warehouse and reporting systems infrastructure

Coordinate with database and systems administrators regarding data warehouse development, migration of data through manual or ETL processes, revision and update of data marts and cubes, procedure development, troubleshooting, system configuration, security administration, and account setup

Automate, innovate and standardize hardware, software and support practices to continually improve the effectiveness of KCCD's data warehouse and reporting systems infrastructure

Analyze complex business processes and analytics requirements in higher education and develop cost effective solutions using Ellucian's Operational Data Store (ODS), Oracle Discoverer, Argos, and other reporting tools, and other appropriate software

Install, deploy and upgrade data warehouse systems applications; maintains documentation, and perform routine systems administration maintenance activities

Create, and maintain relational and dimensional data structures within the data warehouse and operational data store to meet functional requirements and optimize performance.

Develop and maintain data marts, data cubes, queries, and reports

Develop and maintain data models and data maps for data warehouse system and operational data store.

Initiate processes and documentation of data warehousing and reporting systems

Develop procedures to ensure security and integrity of data

Coordinate, schedule, and test upgrades to the data warehouse and reporting systems

Research and evaluate software, system upgrades and enhancements and provide technical recommendations

Provide assistance to end users and programmers regarding data warehouse/reporting related problems and issues

Manage end-user accounts and accessibility; provide technical expertise to end-users who create complex queries and reports

Work closely with key internal customers to identify opportunities to further and better support KCCD operations in terms of reporting and information access

Keep current with the latest technology; regularly attend technical training in order to maintain technical expertise

Participate in the assessment, evaluation and selection of vendor products

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Expert knowledge of Data Warehouse and Data Mart concepts, structures and systems

Extract, Transform and Load processes

Reporting design and delivering reporting solutions

Expert knowledge of relational database concepts; Oracle Relational database management systems experience required

PL/SQL coding

End-user reporting tools

Windows and Unix operating systems

Basic statistical methods

ABILITY TO:

Develop in-depth knowledge and understanding of systems capabilities, end-user's information needs and underlying business practices

Analyze, design, configure, install and maintain complex reporting solutions
Analyze data and develop logical solutions for information access problems
Develop complex SQL statements, procedures and functions
Debug and solve complex problems
Prepare work plans and time lines for projects and proposed systems
Manage multiple priorities, follow project plans and meet project deliverables
Complete assignments on time
Learn new skills and adapt to changes in technology
Continuously update personal knowledge of industry-leading technology
Communicate effectively both orally and in writing
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in Information Systems, Computer Science or related field and 3 years of increasingly responsible data warehouse & reporting, programming or systems analysis and design experience.

OR

An Associate's degree in Computer Science and 5 years of increasingly responsible data warehouse & reporting, programming or systems analysis and design experience.

OR

High school diploma, GED or equivalent certificate of competency and 7 years of increasingly responsible data warehouse & reporting, programming or systems analysis and design experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |
- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
1 b. Ability to stand for extended periods of time.
4 c. Ability to sit for extended periods of time.

- 4 d. Ability to see for purposes of reading printed matter.
- 2 e. Ability to hear and understand speech at normal levels.
- 2 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 g. Ability to bend and twist.
- 1 h. Ability to lift 25 lbs.
- 1 i. Ability to carry 25 lbs.
- 4 j. Ability to operate office equipment, computer or related peripherals.
- 1 k. Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.