



El Camino College

Enterprise Systems Administrator



ABOUT THE ROLE

Under the direction of an assigned administrator, the Enterprise Systems Administrator provides day-to-day operational support of enterprise application operations and associated databases and systems. Responsible for the technical and analytical aspects of programming functions and database administration for an Enterprise Resource Planning (ERP) environment. Collaborates with multiple stakeholders to deliver quality application systems and optimized services.

ABOUT EL CAMINO COLLEGE

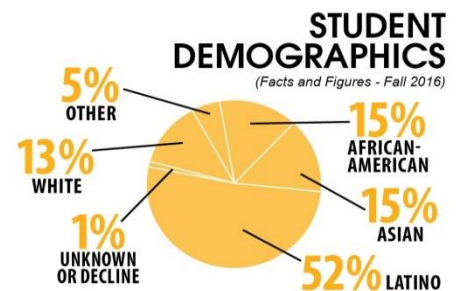
El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students.

El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



ENTERPRISE SYSTEMS ADMINISTRATOR

Division: Information Technology Services

Extended Posting Closing Date: 4/4/23

Req: C2223-143E

Position Type: Classified

REPRESENTATIVE DUTIES

Analyze problems associated with server application software and database performance. Detect, diagnose, and report related problems. Identify and deliver solutions as appropriate in order to achieve operational objectives, functional backup, and overall data/server recovery. Write queries to effectively and efficiently debug programs. Evaluate and install patches.

Monitor database performance and capacity issues. Perform system backup and recovery duties to ensure that databases and data warehouses are continually available and performing optimally especially during peak usage periods. Write code for database access, modifications, and storage procedures.

Build and maintain testing environments for capacity assessment, development and production usages, and implementation planning (e.g., cloning environments or setting up new environments.) Ensure data warehouse integrity.

Analyze user needs and develop technical specifications, customized data dashboards, or reports. Confirm user requirements for application reporting. Modify existing reports/programs to comply with user needs and report specifications. Consult directly with application programmers to ensure delivery of correct reporting sets. Maintain, test, and audit data, system patches, releases, and upgrades for quality assurance and optimized performance.

Collaborate with user groups and departments to provide technical expertise and hands-on administration of an ERP and SIS application stack. Determine feasibility of user requests based on existing technical systems and data structures. Assess system modification impacts on relevant processes or applications. Work with internal/external resources and IT solution providers to build, maintain, or redesign technical frameworks to support effective operations, data management, analytics, platform performance, and deployed tools.

Direct or assist in the transfer of data to other internal or external systems. Develop structures, timetables, and functional test environments for extracting, scrubbing, and loading information into an output data container using high-performance tools. Quality-check functional test sites prior to moving into production.

Evaluate external software packages or programs. Determine feasibility and implementation requirements in relation to administrative database integration. Identify and recommend appropriate architecture, design, and functionality for problem resolution and prevention. Inform management on tactical and strategic database technology-related options.

Perform or oversee software/product related installs, upgrades, updates, and other change control activities to ensure configurations are completed according to expected standards (e.g., ERP/SIS module project implementation). Minimize disruptions.

Implement data security procedures. Maintain accurate and up-to-date database user accounts and permissions to ensure compliance with District security policies. Promote and maintain standards for security conscious awareness and behavior.

Develop standard operating procedures and auditing practices in relation to the administration of ERP and SIS systems. Maintain documentation of programs, administrative data dictionaries, data files, database maintenance practices, and structures. Document configuration settings and technical specifications to assist user groups with applications. Develop educational materials for training end users. Provide technical consultation, as needed.

Stay informed of new developments, technologies, releases, and product mixes. Maintain contact with vendors. Participate in appropriate professional organizations, meetings, and seminars.

Attend and participate in a variety of meetings and serve on internal and external committees as appropriate or as assigned.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS

Education and Experience:

Bachelor's degree in computer science or related discipline.

Five (5) years of experience in MS SQL Server/Database Administration in Windows environments.

Three (3) years of experience in systems administration or application operations in an Enterprise Resource Planning (ERP) environment.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Knowledge of Ellucian Colleague ERP administration, installation, and configuration.

Knowledge of Powershell scripting.

Knowledge of remote database network connectivity.

Knowledge of MS Windows, SQL servers, IIS, and Apache Tomcat webserver administration.

Experience with application of MS SQL servers and Windows updates and patches.

Experience with database backup and recovery strategies.

Experience with database and Enterprise application integration strategies.

Experience with database security (e.g., account administration, password policy, data encryption, network encryption, and firewall rules.)

Experience with database and SQL performance tuning strategies in a data warehousing environment.

Experience with Web Administration Applications, Web User Interface Portals, Payment Gateway, Web API, and other support applications.

Abilities/Skills:

Skilled at analyzing, communicating, and writing clearly and effectively.

Ability to prepare clear, complete, and concise reports and records.

Ability to learn new technologies, methods, and tools quickly to meet business requirements.

Ability to work cooperatively with others.

Ability to be sensitive to and understanding of community college students and employees who come from diverse academic, socioeconomic, cultural, and ethnic backgrounds and disabilities.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS

Office setting.

Extensive computer work using keyboards and monitors for extended periods of time.

Must be able to carry up to 25 lbs.

Must be able to move from one work area to another as needed.

Must be able to sit and stand for long periods of time.

EXTENDED CLOSING DATE: TUESDAY, APRIL 4, 2023 at 3:00 p.m.

SALARY: (Step A) \$9,839 per month

**Salary increases are granted on the first day of the month following each year of service, until step F is reached.*

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com/ada)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. **You may check the status of your application online.**

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.