

JOB DESCRIPTION:	Sr. Oracle Database Administrator & Banner System Administrator		
DEPARTMENT:	Information Technology		
REPORT TO:	Chief Information Officer		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#196240	DATE APPROVED:	30-NOV-2020
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Provides advanced software support for end-users and upgrades, maintains, and troubleshoots Oracle Database and Banner Admin Software System.

DUTIES:

1. Monitor Oracle 12c R2 RDBMS to optimize performance, resources use, and physical implementation.
2. Install, implement, and upgrade our Banner 9x ERP Software system including Application Navigator, Banner 9 applications and programs using the Ellucian Solution Manager. Install, maintain and upgrade database software; includes Oracle Data Guard recovery database.
3. Implement and maintain Banner/Oracle server computers (Windows and Linux) in a VMware environment and web servers (Weblogic and Tomcat) that support the Banner ERP software solution.
4. Monitor and manage database backups, logs & journals. Maintain the backup Banner server and test server; keep current, up-to-date database backups for recovery purposes.
5. Install, implement, maintain software solutions that integrate with Banner ERP/Oracle RDBMS software.
6. Create and maintain all end-user Banner/Oracle security accounts and access. Assist end-users with problems and provide instructions to aid them with the proper use of the Banner system.
7. Develop and maintain the system job schedule and run jobs for departments, end-users and general reference. Design and program specific applications in response to departmental and individual needs and requests.
8. Responsible for testing and identifying Banner and Oracle defects; apply developed and test appropriate defect solutions.
9. Provide support, guidance and leadership to other staff engaged in similar functions, including web server maintenance.
10. Maintains Oracle database including performing database tuning and system configuration, disk storage management, and database troubleshooting; resolving database errors and failures; managing system access; and generating database objects.
11. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's Degree in Computer Science or related field or 4 years of relevant experience. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Knowledge of existing equipment and the operating systems. Knowledge of software systems, Oracle database, and Banner software systems. Ability to communicate technical guidance and instruction to users on the use of Windows applications and systems. Ability to determine server computer problems and to coordinate hardware/software solutions. Ability to develop and deliver presentations. Ability to perform preventive maintenance on computer hardware and software. Ability to provide operational guidance and leadership to technical staff in area of expertise. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)