

Data Architect/Database Administrator  
Business and Finance Office  
College of Agricultural, Human, and Natural Resource Sciences

Position Summary:

This position is responsible for developing and administering data and databases in a distributed computing environment for the College of Agricultural, Human, and Natural Resource Sciences. Duties include analyzing data requirements, developing and administering databases, performing growth analysis and capacity planning and maintaining day-to-day operations. Responsible for collecting and developing college databases and reports.

Appointment:

Full-time, Administrative Professional, Overtime Ineligible, 12 month position. Reports to Program Administrative Manager.

Duties:

Database Creation – 40% Essential

- Administer data and databases in a distributed computing environment for the College of Agricultural, Human, and Natural Resource Sciences.
- Design, create and maintain databases for personnel tracking and reporting, permanent budget level tracking and reporting, staff planning, accruals tracking and planning, headcount, benchmarks, compensated balances, federal fund reporting, and other ad hoc reports utilizing programming languages, such as SQL and Visual Basic.
- Write and run parallel programs to analyze mass salary increase and disseminate information to departments
- Data Security: analyze old data files to address security needs and removes outdated confidential information.
- Develop procedures and user documents for the database systems.
- Participate with application developers to ensure efficient programs and provide assistance in problem resolution by interpreting database error messages
- Provide assistance and/or conduct training classes on database programming techniques
- Manage CRIS data, review data, prepare reports, consult with BFO Director, and submit data file to federal agency.

Database Reports, 40% Essential

- Design and maintain database structures.
- Extract and convert data to be used in financial databases for reporting from depps, balances, data warehouse, other databases and raw data.
- Develop and test reports.
- Program user interfaces for all databases.
- Analyze data for financial reporting database enhancements.
- Consult with users (such as Deans, Directors, Fiscal personnel and other users) to design and enhance databases.
- Work with SharePoint and support users with technical support.
- Create reports and/or databases for any new requests.
- Download accrual information and modify the data to be used in the accrual database.

#### Data Analysis, 15% Essential

- Analyze data requirements, develop and administer databases, perform growth analysis and capacity planning and maintain day-to-day operations.
- Research problems that become apparent from reports generated from databases.
- Track and research all agreements with departments.
- Track and forecast position accruals.

#### Other, 5%

- Check all personnel and position paperwork.
- Plan and enter JV's.
- Troubleshoot computer programs for BFO. Mentor staff in program use.
- Perform other duties as assigned

#### Required Qualifications:

- 1) A Bachelor's degree and three (3) years professional experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.
- 2) Demonstrated database programming skills.
- 3) Demonstrated programming skills in SQL and Visual Basic.
- 4) Demonstrated financial knowledge and experience.

#### Preferred Qualifications:

- 1) Experience with the following Microsoft programs- Access, Excel, and SQL.
- 2) Experience with software Business Objects.
- 3) Knowledge of WSU Policies and Procedures.

#### Knowledge, Skills, Abilities or Competencies:

- Broad working knowledge of policies and procedures in a complex academic institution or similar complex organization.
- Knowledge of standard departmental processes.
- Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.
- Demonstrated database programming skills.
- Demonstrated interpersonal, written and oral communication skills.
- Skills in evaluating procedures and modifying, if necessary.
- Ability to effectively handle multiple, complex issues in a timely manner.
- Ability to analyze complex issues, conduct thorough and appropriate fact finding inquiries, reason logically, and articulate sound solutions.
- Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.
- Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.
- Ability to apply technical knowledge.
- Systems Thinking: the ability to focus on how an issue being reviewed interacts with the other components of our systems.

- Commitment to Diversity - an appreciation of the benefits of a diverse workplace and willingness to take actions to enhance the diversity of WSU.

Mental Requirements:

- Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Ability to simultaneously address multiple complex problems
- Ability to multi-task without loss of efficiency or accuracy, including the ability to perform multiply duties from multiple sources.
- Ability to perform in situations requiring speed, deadlines, or productivity quotas.
- Ability to work effectively and efficiently in high stress and conflict situations.
- Ability to work and sustain attention with distractions and/or interruptions.
- Ability to interact appropriately with a variety of individuals including customers/clients.
- Ability to deal with people under adverse circumstances.
- Ability to work as an integral part of a team.
- Ability to maintain regular attendance and be punctual.
- Ability to understand, remember and follow verbal and written instructions.
- Ability to complete assigned tasks without direct supervision.
- Ability to exercise independent judgment and make decisions.
- Ability to perform under stress and/or in emergencies.

Applicant Instructions:

Closing date: March 11, 2012. To apply visit: <http://www.wsujobs.com>. Be prepared to submit a letter of application addressing all the qualifications and a resume.