

CLOUD COUNTY COMMUNITY COLLEGE

Professional Services Position Job Description

Position Title: IT Database Administrator/Web Developer

Reports To: Information Technology Director

Type of Contract: Professional Services

Length of Contract: 12 Months

Date of Position Description: December 2025

GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The person holding this position will be closely involved in the design, implementation, maintenance, and support of administrative computer systems. Primary responsibilities are database maintenance, integration of data between systems, web development for software applications and user training and support. Associate's Degree in Information Technology or a related field or equivalent is required, bachelor's degree preferred. Experience with ERP/Jenzabar systems for education, managing multi-server, and application environment preferred. Database administration and integration processes between information systems experience preferred. A valid driver's license is required.

RESPONSIBILITIES:

The IT Database Administrator/Web Developer will:

- ❖ Write scripts, queries, stored procedures, and ad hoc reports. Provide operating systems and application systems support for all college personnel.
- ❖ Support integration of information processes between software systems, includes updates, software installs, and upgrades, including student/course file imports.
- ❖ Responsible for creation and maintenance of system user accounts, student email accounts, and various application software user accounts.
- ❖ Provide user training for operating systems and application systems.

- ❖ Test and communicate with Jenzabar helpdesk to resolve systems issues.
- ❖ Collaborate with vendors to complete system integration to provide better opportunities for students.

REQUIRED SKILLS AND ABILITIES:

- ❖ Can operate a personal computer and knowledge of various operating systems.
- ❖ Ability to explain complex processes in simple terms.
- ❖ Strong Microsoft Office product knowledge.
- ❖ Strong organizational and time Management skills.
- ❖ Strong oral and written communication skills.
- ❖ Ability to explain system operations and process to end users.
- ❖ Microsoft SQL experience.
- ❖ Troubleshooting skills.
- ❖ Ability to interact cordially with coworkers to accomplish common tasks.
- ❖ Overnight travel may be required.
- ❖ This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.
- ❖ Cloud County Community College offers a complete benefits package to all full-time administrative personnel including:
 - ❖ • Health care coverage for employees and eligible dependents (up to \$872.71 paid monthly for single coverage by the college toward premium cost)
 - ❖ • Paid holiday leave - approximately 24 days of holiday leave
 - ❖ • Paid sick leave – 10 days annually, accumulates to 100 days total
 - ❖ • Paid vacation leave – earned at a rate of 13.34 hours per month, accumulates to 30 days total
 - ❖ • Retirement coverage through the Kansas Public Employees Retirement System (KPERS)