

Madera Unified School District Classified Job Description

Database Administrator

Purpose Statement

The job of Database Administrator was established for the purpose/s of supporting the educational process with specific responsibilities for managing the District's Student Information System; building, managing and troubleshooting databases; managing and troubleshooting data warehouse and/or operational data stores; integrating the District's systems with internal and external systems; and developing queries and reports.

This job reports to Director of Information Technology and Support Services.

Essential Functions

- Manage, maintain and support the district's Student Information System.
- Set up, manage and troubleshoot features within the Student Information System in support of critical educational processes such as registration, course scheduling and grading.
- Administer and maintain user permissions, group permissions and passwords for the Student Information System.
- Develop SQL queries and associated scripts or processes to facilitate integration between the district's Student Information Systems, or other critical systems, and other internal or external systems.
- Creates reports using complex SQL procedures to facilitate data-driven improvements to business and educational processes.
- Maintain and support multiple databases and/or data warehouses.
- Analyze potential Database Management System applications to determine feasibility, requirements, and cost effectiveness in support of providing students and staff high quality and up-to-date technology services.
- Design, develop, maintain, and control the standards for database information and its usage; create and maintain database security, integrity, reliability and availability; monitor performance and capacity requirements.
- Develop and maintain written procedures and documentation to support the effective and efficient operation of the department.
- Review, recommend, and assist in the development of proposals, designs, programming and implementation phases of applications added to database systems in support of providing students and staff a variety of high quality technical options.
- Design the overall structural design of database systems at both the logical and physical levels, working with users and programming staff.
- Develop, design, coordinate, and write necessary programs, tasks and documentation providing for backups, reloads, recovery, reorganization, timely updates and restructuring of database systems.

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- Debug, troubleshoot and correct problems in a reasonable, timely manner and provide solutions to resolve issues to meet the needs of users.
- Interact with vendor support to obtain information for the efficient operations of system applications and other related equipment or programs.
- Establish and maintain data dictionary systems.
- Support the district with timely and accurate responses to technical questions and issues concerning database systems and structures.
- Install, test, maintain, upgrade, reorganize and patch software related to database systems to ensure effective operation of programs.
- Train and provide clear direction and guidance to others as required in support of professional learning.
- Participate and/or lead projects, teams and meetings.
- Perform related duties as assigned.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

Skills: Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, database monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

Knowledge of: Methods and skills involved in establishing and maintaining an effective Relational Database Management System, including tuning, design, network communications, backup/recovery, security and administration; maintenance and administration of Relational Database Management Systems; computer hardware and peripherals; web applications; QL and other programming environments such as Active Server Pages, Net, PowerShell, PL/SQL, and/or Java; knowledge of k-12 student information systems and K-12 processes and functions including but not limited to: registration, class schedules, attendance, discipline and gradebooks; oral and written communication skills; knowledge of database administration tools; correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to: Operate standard office equipment, including computers and related software; establish and maintain cooperative and effective working relationships with diverse range of people; train and provide clear direction to others; plan, prioritize and schedule work to meet schedules and timelines; read, understand, explain and implement technical material from manuals and journals; maintain accurate records; read, apply and explain rules, regulations, policies and procedures; analyze and troubleshoot situations accurately and adopt an effective course of action; communicate, understand and follow both oral and written directions effectively; communicate using patience and courtesy in a manner that reflects positively on the organization; actively participate in meeting district goals and outcomes; have integrity and honesty in all situations; learn district operations, policies, objectives and goals.

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Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a team; and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Minimum Qualifications

Education: Bachelors' degree in Information Systems, or Computer Science or a related field supplemented by college level courses in Systems Analysis, Database Management and/or programming.

Experience: Four years of recent, progressively responsible experience in data analysis, database administration/management or programming. Experience working with Student Information Systems and/or in a K-12 environment is preferred.

Certificates

Valid California Driver's License

Microsoft Certified Solutions Associate: SQL Server, or equivalent or ability to obtain within one year

Continuing Educ./Training

On-going as needed

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance

FLSA Status
Non Exempt

Approval Date
11/17/15

Salary Range
Range 57 – Classified Salary Schedule