

BASIC FUNCTION

Reports to the Director of Technology Services or his/her designee. Support school sites and District Office users in maximizing the capabilities of the District's student database systems, performing high level technical tasks utilizing large scale relational database systems.

ESSENTIAL JOB FUNCTIONS

- Utilizes database access tools, programming languages and system scripting to provide technical database support for large scale district systems
- Creates complex SQL database structures combining multiple tables in a single view
- Serves as the primary technical software support contact
- Monitors system usage and security, makes recommendations for improving utilization, and takes corrective action to implement solutions
- Performs database programming tasks on the district wide business and student applications systems
- Coordinate and monitor the design, development, modification and implementation of information technology applications
- Provide technical support and leadership for the database environment
- Provide and design tools to assist in the management of the database and client/server environment
- Work closely with vendors technical staff to resolve application software problems in the design and development of data requirements, relationships, and relational database models
- Design new databases for optimal performance and data retrieval according to the needs of the organization
- Design and perform tasks involving complex relational SQL queries
- Install, configure and maintain supporting software components such as reporting tools, etc.
- Provide data warehousing
- Develop methodology for the ongoing assessment of database performance
- Build data conversion scripts for applications moving data between disparate databases
- Design, build and maintain development and testing databases in a variety of environments
- Design reports for the District's standards-based assessment system
- Identify and resolve conflicts arising over the creation, control and use of data
- Enforce database use guidelines
- Consult on database server configuration
- Must possess strong problem solving skills

JOB REQUIREMENTS-QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skills to:

- Develop long and short-range plans
- Diagnose problems in database software systems
- Monitor, analyze, and forecast system resource demand and plan for future growth
- High level database programming tasks and system design
- Principles and techniques of programming and systems analysis in a medium/large scale online, multi-user system

- Ability to interface relational database tables with outside resources for data import and export tasks
- Ability to perform backup and restore procedures and to help define system operational procedures
- Ability to set up and maintain the system configurations needed to support the applications systems and use access on relational database systems

Knowledge of:

- Relational database management systems, methodologies and techniques
- Networks and network issues relating to database management
- Data relationship and normalization
- MS, SQL and Oracle, SQL DBA, SQL @Loader, SQL @Plus, SQL @Net

Ability to:

- Handle multiple projects simultaneously
- Take reports or metrics requirements and translate them into usable charts, graphs and reports
- Read, understand, interpret and apply complex written instructions and information
- Apply knowledge of computer database systems to a wide variety of management and user service requests
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal direction and supervision
- Establish and maintain positive and effective working relationships
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work accordingly
- Prioritize and identify needs and solve problems independently
- Suggest and implement procedural improvements to supervisor
- Skillfully handle difficult situations using good judgement
- Maintain high level of professionalism
- Keep the needs of customers a top priority

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform very heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing 50 pounds or more. If someone can do very heavy work, we determine that he or she can also do heavy, medium, light, and sedentary work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)
- Lift, carry, push, pull, or otherwise move objects
- Ascending and descending ladders, stairs, scaffolding and ramps, crawling in small spaces and will involve walking or standing for extended periods
- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Manual dexterity to operate equipment, use hand tools and manipulate and handle various materials and objects
- Exposure to hot, cold, wet, humid, or windy conditions

- Reasonable accommodation can be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two or more years of experience or training with MS SQL Server and/or related experience with demonstrated competence in database management.

Education:

A Bachelor's degree is required. A major in computer science, information science, or related engineering field.

LICENSE AND/OR CERTIFICATE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License.

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier
- Participation in the district's random drug testing program