

DATABASE AND APPLICATIONS ADMINISTRATOR

DESCRIPTION OF BASIC FUNCTIONS:

Under the direction of the Director of Information Services, the Database and Applications Administrator will plan, develop, implement and maintain all District Database and Applications Systems.

ESSENTIAL FUNCTIONS:

- Create, maintain and develop District Database Systems, District Application Platform
- Coordinate District Technology Projects
- Communicate with Director of Information Services on any potential issues that would affect 100% uptime of District Database Systems, District Applications and/or deployments, District Technology Projects, and 100% reliability of Data Archive
- Assist in planning for upgrades and implement the upgrades to District Database Systems
- Inventory and discard materials according to district standard procedures
- Receive, assemble and test new equipment
- Perform routine maintenance on all database and application servers
- Arranging for and execute warranty repair as needed
- Maintain configuration backups on all network and server devices
- Maintain Mobile Device Management and Inventory
- Work with all departments in establishing and improving Business Automation Systems
- Maintain district wide programs for IT and Curriculum infrastructure
- Work with curriculum staff to implement technology pilots.
- Act as liaison between Curriculum and IT departments in coordinating execution of the district technology plan.
- Assist in maintaining an inventory of IT and Curriculum software and hardware
- Learn new district software as adopted to be able to troubleshoot service calls related to user usage of new software.
- Follow district software licensing policy, Enforce district acceptable use of technology policy and Maintain district IT standard of service.
- Maintain and Monitor District Data Backup and Archive Equipment
- Adhere to district retention policy for data
- Perform and test usability of district data backups on all critical systems
- Other duties as assigned by management

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to type at a rate of forty five (45) words per minute
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully and courteously.
- Ability to work independently
- Possess a valid and appropriate California State Driver's license
- Ability to operate, repair, and maintain the District's technology equipment
- Ability to establish and maintain an effective working relationship with adults

KNOWLEDGE OF:

- Extensive experience in working with Microsoft Office Applications as well as Microsoft SQL, MySQL, and other relation database platforms

- Extensive experience in web and desktop application development, maintenance and programming
- Extensive experience with web and desktop application scripting language as well as programming system automation tasks
- District policies and procedures as they apply to network management and IT coordination
- A variety of technology systems: network, server, desktop, and mobile devices. Experience with industry development of technology products in these areas
- Network and Internet practices and standards including WAN, LAN routing and switching functionality
- Design and specifications required in developing plans for the use of technology district-wide
- Working knowledge of programming logic, backup software management, routing and switching management

SKILL AND ABILITY TO:

- Participate as a team member with groups and individuals in the implementation of district-wide and site-specific uses of technology
- Ability to accept change with a positive attitude and be flexible to multiple project demands
- Ability to multi-task and organize multiple concurrent projects
- Install, troubleshoot, upgrade and dispose of computer hardware and software according to district procedures
- Connect, maintain and integrate platforms for expanded operations
- Work well and unobtrusively in educational settings such as classrooms and libraries
- Communicate effectively with other personnel, both verbally and in written form
- Read blueprints, schematic diagrams and technical manuals and follow instructions

PHYSICAL FUNCTIONS:

Ability to:

- Sit and stand for extended periods of time
- Reach in all directions
- Lift and carry forty (40) pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and effectively

EXPERIENCE:

Bachelor's Degree BA/BS Degree or equivalent

certification in computer technology or closely related field. Five to Ten years of progressively responsible related work experience in the management of technology systems, including design, installation, repair and maintenance required. Ten years or more of experience in directly related job duties may serve as substitute for formal education requirement.

WORK YEAR:

The work year is two hundred sixty (260) days less paid holidays and earned vacation.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board Approved: December 10, 2013