

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: DATABASE ADMINISTRATOR

BASIC FUNCTION:

Under the direction of the assigned supervisor, develops implements and maintains large and mission-critical databases that support major District, instructional, business and administrative operations; analyzes departmental and individual requirements for computerized solutions; assures data backup and security; serves as a technical advisor to staff and other District personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Analyzes departmental and individual requirements for computerized solutions; plans, develops and maintains all databases including plans and procedures to assure that data remains consistent across all databases and assure procedures for data security, backup and recovery.

Assesses users access requirements, authorizes proper rights and resolves access problems; controls access permissions and privileges; assures adherence to privacy regulations.

Assures that extract, transfer and load procedures and protocols are established and maintained between internal and external systems.

Collaborates with a variety of internal and external parties including various users, outside vendors, State and federal agencies.

Creates and maintains customized reports.

Develops a variety of standard and custom reports, memos, procedures, project documentation and flow charts as assigned; provides written reference to convey information.

Develops functional and system and software requirements from information gathered at user meetings and interviews with internal and non-District staff to document and interpret user requests; identifies data sources and creates a work plan according to established procedures.

Develops implements and maintains large, mission-critical databases that support major District, instructional, business and administrative operations; works closely with the Information Technology Manager, support personnel and engineers to provide and receive information.

Operates a computer and assigned software; drives a vehicle to conduct work as assigned by the position.

Participates in a variety of planning and development activities related to assigned activities including District-wide committees as required.

Provides training for assigned personnel on the use of new and existing application software as assigned by the position.

Serves as a technical resource to department and District staff to evaluate vendor software; provides information and advice regarding active or planned projects.

Tests and implements software applications including developing program code and user interface using a wide variety of programming languages.

Writes, tests and implements scripts and SQL stored procedures using Visual Basics, SQL scripts, BCP, VB scripts and MS Access.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer software applications;

Reporting procedures, record-keeping techniques and report generation.

Applicable types of cabling systems, hubs, bridges and network design.

Current methods, practices and procedures involving the use of computer technology and related equipment.

ABILITY TO:

Operate a computer in various operating environments;

Learn and effectively use software specific to established needs.

Read, comprehend and apply general instructions and related technical program information.

Provide training to end users.

Provide technical assistance.

Generate and maintain reports and related records.

Work independently with limited supervision.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Utilize batch files.
Change software configurations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in Information Technology, Business or other related field and three years of increasingly responsible technology experience including the development, installation and maintenance of database systems.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of District's job-related proficiency test.
Some incumbents may be required to possess a valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor.
Sitting for extended periods of time.

HAZARDS:

Potential traffic hazards.

FLSA Status

Non Exempt

Approval Date

4/21/16, 9/28/17