



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave. – Hemet, CA 92545-3637 - (951) 765-5100

## **DATABASE ADMINISTRATOR**

### **JOB SUMMARY**

Under the direction of the Chief Technology Officer; performs specific programming functions as necessary for the establishment, maintenance, modifications and administration of the District's student information database as well as other District database programs; prepare detailed, complex reports; coordinate data between systems; manage and maximize efficiency of database processes and servers; troubleshoot and resolve issues. Perform other duties as assigned.

### **EXAMPLES OF DUTIES:**

- Installs and monitors the operation and performance of database hardware and software solutions, including Student Information Systems, to ensure that it operates in a manner consistent with the needs of the District;
- Analyzes and evaluates database systems, and makes recommendations to ensure their integration with other systems used in the District;
- Configures, maintains and monitors District databases;
- Design, implement and document customization of District student information system;
- Generates and uploads data files required for state and federal data systems;
- Generates and uploads data file required for third party data systems;
- Provides training on various software for District staff
- Analyze, create, run and/or modify a variety of queries and reports
- Provides periodic written reports as required;
- Maintain communication and work in a collaborative manner with all district staff;
- Preserve information system assets and data integrity by implementing disaster recovery and backup procedures, and information security and control structures;
- Assist in ensuring District wide compliance with various licensing and copyright requirements;
- Assist in the review and selection of educational and business operations technology hardware and software;
- Audit the introduction and implementation of systems/applications/databases and assist in the testing, documenting and correction of problems;
- Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE OF**

- Current and emerging technology related to the position;
- Relational database design techniques, capabilities, operation, and control including Microsoft SQL Server database administration and Microsoft SQL Server programming;
- Modern application processes including workflow, database integration, data validation and role based security;
- Familiarity with K-12 curriculum, instructional strategies, and the relationship of technology of these areas;
- Manage, develop and query Microsoft SQL;
- Specific programming languages determined by current applications, which can include Microsoft SQL Server, MYSQL, PHP, HTML, JavaScript, C#.NET, ASP.NET, and MVC;
- Principles of student information system;
- Technical aspects of field of specialty;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy.

## **DATABASE ADMINISTRATOR** **(Continued)**

### **ABILITY TO**

- Explain complex technical issues to non-technical staff;
- Program and administer Microsoft SQL Server databases;
- Develop solutions to complex technical database management system problems;
- Analyze, troubleshoot and maintain all District student information system database;
- Learn and effectively use software specific to established needs;
- Organize and provide training for District staff.

### **EDUCATION**

Bachelor Degree in Computer Science, Information Systems or closely related field is preferred; Coursework in programming which includes, but not excluded to Microsoft SQL Server, PHP, HTML, JavaScript and C#.NET is preferred.

### **EXPERIENCE**

Three (3) years of increasingly responsible experience in the design management of databases. Must have hands on experience with Microsoft SQL Server, Microsoft Visual C#, or ASP.Net database programming. Must be proficient with MS Office suite. Experience in a public education environment is preferred, but not required.

### **REQUIRED LICENSES AND/OR CERTIFICATES**

- Must possess a valid California Vehicle Operator's license;
- Insurability by the District's liability insurance carrier.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

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

**Physical Demands:** Sit, look downward, reach, (up to frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard & handwriting (frequently); lift/ carry up to 25 pounds (occasionally), may lift/ carry equipment up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in-person, phone & public address.)

**Working Conditions:** Office environment with multiple staff members, subject to frequent interruptions, continual deadlines and pressures connected to limited funds to meet growing needs, driving a vehicle to conduct work.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT STATUS:** Classified Management Position

September 2018