COLTON JOINT UNION SCHOOL DISTRICT

CLASS TITLE: DATABASE ADMINISTRATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, maintain, design, develop, implement, monitor and modify the District's Student Information System databases and related interfaces; coordinate backups and maintenance of SQL server; provide assistance to District personnel concerning student information, operations, and malfunctions and assist in other IT related functions; submit and maintain data for state and federal mandated reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Maintain, design, develop, implement, monitor and modify the District's Student Information System (SIS) databases and related interfaces; design, write, test, debut and implement various software tools and databases to meet federal and State reporting requirements and to meet the needs of end users.

Utilize computers and peripheral equipment to perform a variety of specialized data management functions in the maintenance of the District applications, and database and the generating and printing of various computerized records and reports; provide links, analyze data, and initiate queries.

Compile, assemble, and verify data for a variety of mandated and requested computerized records and reports; input and update data in the District computer system; maintain a variety of automated records and files; assure federal and State-mandated reports are submitted according to established time lines; submit enrollment and student information files to CALPADS; assure accuracy of input and output data.

Provide assistance to personnel concerning District computer applications, operations, and malfunctions; provide technical troubleshooting to determine type of request, diagnose and provide solutions; identify problems in existing programs and systems; analyze and correct suspected or reported problems with integrity of stored data.

Analyze, design, write, document, implement and maintain computer systems and programs for gathering and maintaining database information.

Design, develop, maintain and monitor the integration of data from various data sources into and out of various databases; perform web-based programming functions.

Monitor SQL server and database for performance and data integrity.

Develop, maintain and monitor backup procedures for databases; perform back-end data modifications.

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Maintain security access and permissions to the databases.

Attend a variety of meetings related to planning automated solutions for various needs and reporting requirements; train users and IT staff on various applications and procedures.

Communicate with administrators, staff, and various outside organizations to exchange information and resolve issues or concerns.

Maintain current knowledge of advanced programming methods, reports, audits, utilities and techniques.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, methods, procedures and techniques of system design and programming.
Utilize various programming languages and database management systems including SQL Server Management and processes.
Principles, methods, and procedures of operating computers and peripheral equipment.
Database structures, on-line applications, and system capabilities of assigned computer systems.
CALPADS policy and procedures.
Web-based programming strategies and techniques.
Visual basic and other programing languages.
District Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Access development and Web application development.
Networking protocols.
Operating system architecture and system software design and operation.
Principles, methods, procedures and trends of organization and management.
Oral and written communication skills.
Record-keeping techniques.
Record retrieval and storage systems.

ABILITY TO:
Perform a variety of specialized data management functions in the maintenance of the student information database and the generating and printing of various computerized records and reports.
Design, develop, test, debug, document and maintain new/existing applications, databases and processes.
Coordinate with other staff and developments in the gathering and processing of data.
Provide assistance to personnel concerning District computer applications, operations, and malfunctions.
Troubleshoot software and database issues and make repairs or recommendations to correct issues.
Plan and prioritize workload to complete projects and processes on schedule.
Assemble, organize, and prepare data for records and reports.
Detect errors and inaccuracies in data output reports.
Train others in the use of software and procedures.

Quickly identify database problems, evaluate causes and take correction action for resolution.
Communicate effectively in both oral and written form.
Establish and maintain accurate records and files and prepare reports.
Establish and maintain effective relationships.
Operate computers and peripheral equipment properly and efficiently.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Maintain confidentiality of information.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Bachelor's degree in computer science, information systems, or related field.

Experience: Three years of experience in systems development and programming of major business and/or educational applications in an interactive online environment.

Any combination of training and/or experience which would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate computer keyboard.
Seeing to perform assigned activities.
Sitting for extended periods of time.