CHARACTERISTICS OF THE CLASS:

Under general direction, the Database Administrator installs, analyzes, maintains, tunes, monitors, secures and troubleshoots a variety of highly complex computer and database management systems.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Provides support to the Technology Services Department in database installation, maintenance, tuning, backup and recovery; upgrades procedures regarding database systems and servers; develops specifications, design and implementation of database queries, scripts and views; provides database monitoring, performance tuning, troubleshooting, query development, replication, data mining and data warehousing; develops, maintains and enforces database procedures, standards and security practices to safeguard information against accidental or unauthorized damage, modification or disclosure of data; designs, documents, implements, maintains and monitors storage, archival, backup and recovery procedures; preserves the performance and integrity of data; monitors and tunes database for optimal performance; manages system capacity for existing requirements and plans for future sizing needs; administers and monitors database servers; analyzes logs and other pertinent data to assess, anticipate and resolve potential database-related issues; assists users in development of ad hoc reports; organizes and conducts user meetings for disseminating information on database system and its use; provides information on vendor published manuals; develops and provides district specific documentation including data definitions, policies, procedures and designs; keeps abreast of technology advancements, and maintains current understanding of the changes in the computer technology industry; evaluates and analyzes vendor database management system applications to determine requirements, cost and feasibility of use in the district; performs tests on programs and databases to correct resulting errors and make necessary adjustments; performs related duties as assigned.

QUALIFICATIONS:

Education and Experience:
Any combination of education and experience equivalent to a Bachelor's degree in information systems, computer science or a related field and five years experience as a database administrator. Experience should include installing, implementing and maintaining SQL Server in a clustered and highly available environment. Incumbent must have expertise with Microsoft SQL Server 2000/2005 Enterprise Edition and database performance tuning and capacity planning. MCDBA Certification, as well as experience with Active Directory, data warehousing systems, and financial and/or student information systems is preferred.

Knowledge and Abilities:
Knowledge of SQL (Standard Query Language) and other programming environments;
Knowledge of SQL reporting tools;
Knowledge of data modeling, normalization, mining, warehousing and security;
Knowledge of correct English usage, spelling, grammar, and punctuation;
Knowledge of oral and written communication skills;
Ability to analyze and determine data entities, relationships, attributes, data flow, storage requirements, data output and reporting capabilities;
Ability to determine functional requirements and specifications of hardware and software systems;
Ability to develop detailed program specifications;
Ability to identify problems, draw valid conclusions and develop innovative, objective and effective solutions;
Ability to apply creative thinking and critical reasoning to resolve complex system issues;
Ability to work individually as well as part of a collaborative team;
Ability to establish and maintain cooperative relationships with those contacted in the course of work;
Ability to work under pressure;
Ability to communicate effectively both orally and in writing;
Ability to prepare effective reports;
Ability to coordinate work with activities and provide leadership, guidance and training to other technical personnel.

WORKING CONDITIONS:

Environment:
Indoor office environment; subject to driving to conduct work; subject to noise from equipment operation.

Physical Demands:
Communicate to exchange information in person and on the telephone; inspect manuals and other written materials with fine print; operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; inspect and detect defects or malfunctions of purchased items; remain in a stationary position for extended amounts of time; transport or move objects up to 60 pounds.

Other Characteristics:
Willing to work flexible hours when needed; willing to travel locally and to attend conferences/seminars periodically.

Board Approved: April 29, 2009