

**JUNIOR DATABASE ADMINISTRATOR****DEFINITION**

Under supervision of the Director of Technology, supports database administration tasks and program development. This position is responsible for developing and supporting database applications on a district-wide basis.

**OCCUPATIONAL GROUP**

Classified (Technical)

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Manages database configurations, schemas and space. Verifying and testing of structured query language (SQL) backup and recovery processes. **(E)**
2. Performs SQL regular security administration tasks. **(E)**
3. Creates new application code and builds in various production and non-production environments. **(E)**
4. Conducts performance tuning, problem research/resolution, code reviews and deployments, SQL support and data movement. **(E)**
5. Monitors database health. **(E)**
6. Troubleshoots database issues. **(E)**
7. Analyzes and corrects suspected or reported problems with integrity of stored data; reviews and modifies existing systems and programs to improve efficiency or to correct logic or procedural problems. **(E)**
8. Creates and maintains database and operational documentation. **(E)**
9. Communicates regularly with technical applications and operational staff to ensure database integrity and security. **(E)**
10. Opens and follows up on service support tickets with multiple vendors. **(E)**
11. Provides support for various applications, including the student information system, to district and site level staff. **(E)**
12. Consults with users to provide support and determine systems and program requirements and objectives and to identify problems in existing programs and systems; determine feasibility of programming projects; provides support integrating third party vendor systems with the student information systems. **(E)**

13. Prepares and maintains assigned records and reports. **(E)**
14. Attends various meetings and training sessions as required.
15. Assists with professional learning sessions, as required.
16. Maintains current knowledge of industry trends.
17. Other related duties as assigned.

**(E)** = Essential Functions

## **MINIMUM REQUIREMENTS**

### **KNOWLEDGE OF:**

- Enterprise level database principles; Microsoft structured query language (SQL) database design principles; SQL database management principles; code releases and their impact in various environments;
- Student data privacy laws and regulations; and
- Microsoft visual studio.

### **ABILITY TO:**

- Perform routine Microsoft SQL application database administrator tasks; create and maintain Microsoft SQL enterprise databases;
- Troubleshoot performance issues and roll out database patches;
- Acquire familiarity and comply with all district policies and local, state and federal laws pertaining to public education entities with respect to data and reporting requirements;
- Establish and maintain effective working relationships with site and district level personnel;
- Use effective written and oral communication skills;
- Communicate effectively with non-technical staff;
- Understand and carry out oral and written instructions;
- Organize, set priorities when multiple projects are in place; and
- Work under deadlines and frequent interruptions.

## **EXPERIENCE**

Two years of Microsoft SQL experience; one year of Microsoft SQL reporting services experience; management of SQL databases; and experience in K-12 education preferred.

## **EDUCATION**

Bachelor of science degree in computer science or related field. Experience in computer science or related field may be substituted on a year-for-year basis for up to two years of college or university course work in computer science or related field.

## **WORKING CONDITIONS**

- Demanding timelines;
- District office environment; and
- Subject to frequent interruptions and extensive contact with staff.

## **PHYSICAL ABILITIES**

- Bending, twisting, stooping and reaching;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Lifting, carrying, pushing/pulling objects weighing up to 15 pounds; and
- Sitting and/or standing for extended periods of time.

## **HAZARDS**

- Extended viewing of a computer monitor;
- May be exposed to contact with uncooperative or abusive individuals;
- Noise from equipment operation; and
- Working around and with office equipment having moving parts.

Board Approved: April 19, 2018