

DATABASE MANAGER

Purpose Statement

The job of Database Manager was established for the purpose/s of managing the student information database systems; providing instruction and advice to system users; analyzing problems and issues related to the Student Information System and related software; coordinating usage among all system users; and producing a variety of statistical reports.

This job reports to Information Technology Manager

Essential Functions

- Administers system security (e.g. authorization, access, read only, passwords, etc.) for the purpose of regulating access to the student information system and ensuring confidentiality of student records.
- Coordinates installation and maintenance of student information system software (e.g. upgrades, patches, drivers, etc.) for the purpose of providing access to current version of software to district and site users.
- Designs report options and/or data extracts for use by individual users (e.g. assessment information, attendance, enrollment, demographics, etc.) for the purpose of providing information customized to meet specific needs.
- Develops user materials (e.g. FAQ (work aids), training support handouts, code lists, field definitions, etc.) for the purpose of providing instruction and reference.
- Facilitates meetings and workshops for the purpose of communicating student information system capabilities and/or accommodating district goals.
- Identifies issues related to the student information systems and software applications for the purpose of responding to user problems and ongoing availability of student system.
- Instructs district and site staff on the use of student information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of system.
- Oversees the integration of student information with other systems (e.g. merging data from other sources, adding data fields; populating other databases, etc.) for the purpose of maximizing the efficiency of the data flow and decreasing redundancy of data collection activities.
- Performs routine and special updates to total database (e.g. completing annual student "rollover," defining additional user defined fields, merging external data, etc.) for the purpose of providing current and reliable student data for use by a wide variety of departments with the district.
- Responds to inquiries relating to computer hardware and/or software applications (primarily student information/attendance software) for the purpose of resolving problems and supporting site and district users.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and install and test system components, patches and upgrades.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation operating systems and platforms; office software; and principles of data normalization, storage and retrieval methods.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 58% sitting, 7% walking, and 35% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Exempt 75X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____