

DATABASE TECHNICIAN

Purpose Statement

The job of Database Technician was established for the purpose/s of supporting/administering the information database systems; providing instruction and advice to system users; analyzing problems and issues related to the information system software and other related software; coordinating usage among all system users; producing a variety of statistical reports; and providing support to the administrative supervisor, ensuring compliance with legal and administrative requirements.

This job is distinguished from similar jobs by the following characteristics: Experience and Education must include at least two years of current experience in technology or a Community College and/or Vocational School degree with study in job related area.

This job reports to Director or Manager

Essential Functions

- Administers system security (e.g. authorization, access, read only, passwords, etc.) for the purpose of regulating access to the information system and ensuring confidentiality of student records.
- Assesses telephone and written requests for assistance regarding computer hardware and/or software applications for the purpose of resolving problem situations and/or determining appropriate actions for resolution.
- Assists in the coordination of installation and maintenance of 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.
- Assists in the development of user materials (e.g. FAQ (work aids), training support handouts, code lists, field definitions, etc.) for the purpose of providing instruction and reference.
- 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.
- Facilitates meetings and workshops for the purpose of communicating information system capabilities and/or accommodating district goals.
- Instructs district and site staff on the use of information systems (e.g. new applications, upgrades, updates, etc.) for the purpose of ensuring proper and efficient use of system.
- Performs billing and payment collection duties (e.g. payment collection, receipts for payment, posting current payments, issuing late notices, etc.) for the purpose of maintaining accurate and fiscally sound records and reports.
- Performs routine and special updates to total database (e.g. 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.
- Provides ad hoc and administrative reporting as directed by supervisor for the purpose of providing documentation for planning.
- Supports the integration of 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.

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 basic math, including calculations using fractions, percents, and/or ratios; 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, database and spreadsheet programs; and principles of data normalization, storage and retrieval methods, and network library.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. 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; correctly interpreting and applying the assessment policies, procedures, laws, and regulations pertaining to assigned programs and functions; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some 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; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

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

Education Targeted job related education that meets organization's prerequisite requirements.

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

Non Exempt

Approval Date

11/13/2006

Salary Grade

Classified 61

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

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____