SOFTWARE/DATABASE APPLICATION SPECIALIST

QUALIFICATIONS
A. REQUIRED
- Candidate is required to have academic achievement of minimum 4-year college degree in technical disciplines; **or**
- Candidate with Two-year degree in computer related field and two years equivalent work experience in deploying, managing enterprise relational databases platform, client-server technologies, web application design, and web server configuration; **and**
- Experience with Object-Oriented Programming Languages
- Experience developing applications for an Intranet/Internet environment
- Experience with management of SQL databases

B. DESIRED
- Knowledge of design and implementation of automated databases
- Experience with maintenance and operation of IIS based applications
- Experience with Microsoft Group Policy administration
- Experience with Microsoft Exchange 2010 and up
- Experience with Microsoft SharePoint 2013
- Experience with Microsoft ISS
- Experience in a K-12 school system
- Experience with producing reports in Microsoft SQL Server Report Builder
- Experience with .NET languages such as C#, Visual Basic and Java
- Experience with ASP.NET and HTML web development

SUMMARY
Responsible for installing, maintaining and supporting software applications in the District. Manages, coordinates, plans, and installs network-related software/systems and establishes operating and maintenance procedures District-wide.

Reports to: Technical Support/Network Manager

ESSENTIAL FUNCTIONS
- Supervises and evaluates the performance of the Programmer Analyst
- Supports and assists users with core application software
- Analyzes and evaluates current software programs and is responsible for designing system upgrade architecture integration of software to keep it operational
- Implements and maintains operational automation using SQL scripts
- Troubleshoots and resolves database problems; responds proactively to system problems which may affect the database(s)
- Collaborates with site/department level users and leadership to determine programming needs for the District; and provides district level reporting requirements to state and federal agencies

- Supports District's intranet system
- Researches, evaluates and makes recommendations on new software acquisitions
- Determines need and develops innovative software solutions, using programming languages and programming tools
- Recommends, installs and monitors software changes and updates to keep the District's systems current
- Oversees the evaluation, implementation, testing and modification of software upgrades
- Releases tested software for installation into the production environment
- Executes test plans for new releases, facilitates district-wide processing initiatives and ensures the integrity of information reported to the State of Arizona and other outside agencies
- Collaborates with departments to provide smooth transition when upgrading applications/systems
- Maintains the health and integrity the District's database systems to store and manage data necessary for the operation of other District applications
- Must have an in-depth understanding of database systems and structures as well as fundamental troubleshooting skills
- Documents software application system procedures and processes
- Identifies and manages security risks and options
- Designs and implements security configurations including disaster recovery
- Develops procedure(s) for recovery from system failures and procedures for database backup and recovery
- Develops, implements and maintains detailed configuration plans and documentation for all areas of the SIS application
- Directs and provides guidance to project team members regarding system analysis, design and development and implementation
- Coordinates and provides training as needed on applications including customer service, interdepartmental collaboration and data quality processes
- Presents information and responds to questions from groups of managers, clients, customers and the general public
- Must effectively communicate technical support with personnel and vendors both verbally and in writing
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS
- Ability to communicate with District personnel of all levels
- Ability to meet deadlines under time constraints
- Ability to sustain extended work hours and problem situations
- Ability to understand complicated written and oral instructions
- Ability to work alone and as part of a team
- Ability to multi-task
- Ability to sit for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to perform tasks requiring manual dexterity

- Ability to bend, pull, climb, stand and occasionally lift equipment of at least 50 pounds