

CLASSIFICATION DESCRIPTION

TITLE: Systems Administrator/Database Programming Specialist

Title of Immediate Supervisor: Executive Director of Finance and Business Services	Department: Business Services	FLSA Status: Exempt
Accountable For (Job Titles): Indirectly; all levels of clerical staff.		Pay Grade Assignment: Executive Employees Association (EEA)

General Summary or Purpose of Job: Systems Administrator/Database Programming Specialist
Serve as the systems administrator and a technical resource to District personnel in supporting assigned student information and business technology. Provide programming support, technical assistance, technical information, problem solving, user support and advice regarding the use of assigned software applications including but not limited to the Student Information System, Learning Management Systems, Enterprise Resource Planning (ERP) Business Systems for Human Resources/Financial Systems and other various department-specific systems. Assist administrative users in the process of achieving mastery over their functional areas of systems. Research, evaluate, analyze, design, recommend and implement technologies and business processes related to assigned District systems. Act as liaison between District personnel, Technology Services, and outside agencies regarding the status of service requests; monitor, maintain, troubleshoot, and administer the District's multi-platform applications and database systems; ensure the coordination and application of established standards and procedures related to information systems applications.

DUTY NO.	ESSENTIAL DUTIES (These duties are a representative sample; position assignments may vary)
1.	Provides technical assistance to site staff and administrators to resolve day-to-day systems issues, including specific project support or applications. Resolves daily operating problems. Manage and maintain user accounts and rights to maintain security and data integrity.
2.	Plans, coordinates and implements the development, maintenance and upgrading for the Information Systems and ancillary subsystems as determined by district needs. Maintain accurate documentation regarding system functions, operating procedures, and the dissemination of updates to users.
3.	Provides programming support, maintenance, data integrity, security, monitoring and ensures system performance and ongoing development of mission critical district-wide application components serving back office operations as they pertain to the District's database systems.
4.	Responsible for integrating and implementing system connectivity, working in collaboration with District departments to ensure compliance. Work closely with IT professionals to ensure efficient functioning of the District's technology infrastructure.
5.	Maintain system and staff readiness for day-to-day and emergency electronic messaging system.
6.	Participate in review and recommendation of assigned systems and related subsystems for the purposes of optimizing performance and cost effectiveness for the district, and applying enhancements to the systems currently in use. Lead processes for visioning, goal-setting, design and implementation for future system and data initiatives, along with project management.
7.	Assist in diagnosing and resolving system problems and outages with the District's systems as assigned. Provide ongoing support of operations through historical analysis, troubleshooting and system/database administration to ensure system performance.
8.	Develops and/or uses custom Structured Query Language (SQL) programming to analyze, extract, load, automate, and/or manipulate data for District wide purposes. Create custom forms, scripts, and reports as required.
9.	Participate in ongoing self-training and attend administrator group meetings.

10.	Assists with day-to-day tasks of departmental functions.
11.	Others duties as assigned

Minimum Qualifications:

- Bachelor's degree (B.S. or B.A.) from a four-year College or University in Computer Science, MIS or Technology Area plus two years of related work experience in a Technology position in a company or school comparable in size with this District OR two year Trade/Vocational School certification/degree in Computer Science, MIS, Business Technology or Technology Area plus four years of related work experience in a Technology position in a company or school comparable in size with this District OR high School diploma or GED and eight plus years of related work experience in a Technology position in a company or district comparable in size with this District.
- Two years work experience in Structured Query Language (SQL)
- Must be able to travel between District sites in a timely manner

Knowledge Skill and Abilities Requirements:

- Managing and/or supporting Information/Business Systems in a K12 School District or a large/company-wide database application system.
- Programming and support of a business system or student information System or large/company-wide database application system.
- Operational and functional aspects of business and/or student information systems.
- Structured Query Language (SQL)
- Data file specifications and movement of data between systems.
- Data extraction, adhoc/custom reporting, query of system data and creation of custom forms
- Various programming and scripting languages
- Excellent problem solving and data analysis skills
- Ability to prepare project plans and manage multiple projects simultaneously.
- Technical writing and documentation
- Strong communication and interpersonal skills to collaborate effectively.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear			√	
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.				
Up to 100 lbs.				
More than 100 lbs.				

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		√
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History: