

STUDENT DATABASE ADMINISTRATOR

DEFINITION

Under the direction of the Director of Information Systems, performs professional duties in the analysis, development, maintenance, enhancement, operation and administration of the District Integrated Student Database System; analyzes computer needs and modifies existing programs for improved reporting and record maintenance; analyzes technical operating problems and implements successful solutions; trains and provides technical support to school and District Office personnel; performs related duties as assigned.

TYPICAL DUTIES

Assures the implementation, networking, maintenance, testing, operation and integrity of the District Integrated Student Database System; reviews and analyzes new and existing student application programs and revises system to accommodate District needs; develops and maintains security for the District Integrated Student Database System.

Discusses user problems and tests possible solutions; contacts software vendors as necessary to troubleshoot problems; develops detailed specifications for applications and any corresponding changes in user workflow processes and procedures.

Confers with District administrators and personnel to determine data management requirements; utilizes or modifies existing software; establishes computer files, defines information and key fields, codes files and formats reports.

Analyzes administrative activities and determines operational and information management needs; designs and implements computer-based systems for the collection, analysis and presentation of financial and statistical information.

Serves as a resource on system-wide applications; designs, develops, modifies, customizes and enhances computer programs to meet user needs; assists users in debugging new programs.

Identifies and recommends modifications to applications that result from applicable operational, organizational or legal changes.

Plans and conducts in-services and workshops to train District and school personnel who work with the District Integrated Student Database System; develops training materials and user manuals; travels to various school sites and offices to investigate system problems and potential applications; explains system requirements and procedures.

Communicates with vendors, manufacturers, District administrators and personnel concerning system needs and applications; attends meetings, workshops and seminars to maintain current knowledge of technological advancements in the field.

Participates in the design, development and preparation of periodic and special financial and statistical reports as required by County, State and federal agencies; assists accounting and budgeting administrators in developing queries to meet reporting requirements.

EMPLOYMENT STANDARDS

Knowledge of: Multiple table relational database concepts, methods, procedures, applications, management, operations and software such as D-Base IV or Paradox; data processing principles and practices; modern computer hardware, software and multi-platform operating systems; data processing capabilities and applications pertinent to school district administration; systems analysis techniques; hardware/software interaction; computer logic and flow-charting skills; basic knowledge of networks; principles of training; oral and written communication techniques; report generation as required.

Ability to: Administer a complex, real-time, District-wide database system; analyze complex data; read, understand and explain technical data; install computer software; extract data by developing complex queries requiring logic; analyze administrative activities and develop recommendations, program modifications or other solutions for information management needs; train and assist users with software and system problems; write program documentation and user manuals; work independently with minimal supervision; establish and maintain effective and cooperative working relationships with others; communicate effectively with others; meet schedules and timelines; maintain customer focused attitude.

Essential Physical Activities and Work Environment: Work is performed primarily in a District Information Systems environment but also requires travel to various school office locations in the District to perform work or to other locations in the County to attend meetings. Sufficient visual acuity to read manuals, see contents on a computer screen; sufficient hearing to comprehend low level beeps from computers sufficient strength and agility to lift and move equipment weighing up to 25 pounds. The incumbent is subject to noise from computer equipment and to traveling to District school sites and other County locations; must provide own transportation while traveling to other work or meeting locations.

Mental Functions: Sufficient ability to read and comprehend highly technical material and to solve complex, non-routine problems.

Typical Background: Any combination equivalent to completion of at least two years of college with major course work in computer science, information systems, data processing or related field and at least three years of increasingly responsible experience in the administration of a complex, real-time relational database system. School district experience using SASIxp or other student database system currently in use by the District is highly desirable.

Licenses and Certification: Valid California driver's license and use of personal automobile.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.