

DATABASE SPECIALIST

JOB SUMMARY

Under direct supervision, responsible for the development and customization of reports and report-based applications to meet district, local, state and federal reporting criteria and to facilitate the analysis of data. Provide end user technical support relative to applications and data. Design and maintain district's web sites. Design, develop and deliver traditional and online training programs and documentation.

TYPICAL DUTIES

Utilize SQL-based tools to build complex, highly focused queries, stored procedures, views, pivot tables, etc., enabling users to sort data and generate reports in both electronic and printed formats. Design, build, maintain and publish reports required by schools, departments, county, state and federal agencies. Utilize expertise in database technology and associated infrastructure to resolve user/client data problems. Make recommendations, develop processes, access resources and implement other mechanisms that will guarantee data quality and integrity. Maintain student demographic data in a relational database for enrollment, school boundaries and other related data. Assist in the definition and development of system databases and act as a resource to other district staff. Design and maintain data extraction and upload routines for re-rostering of non-local and third party databases. Conduct system level testing and assist end users with acceptance level testing. Maintain a continuing liaison with users to ensure implementation and maintenance of systems. Coordinate the data cleansing, data mapping, and data conversion efforts for integrated relational databases. Code scripts to move data between disparate systems. Use technical expertise to design aspects of independently developed web sites to tie into district's web site. Provide end user support, documentation and training. Write, review and document applications as required. Perform technical writing of information in databases, electronic files, online and hard copies, including manuals, help files and instructions. Edit content throughout the development process. Perform periodic software updates and backups. Utilize measurement systems to evaluate the effectiveness of training and development programs. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates the ability to perform the required duties. A typical qualifying background would include any combination of education, training and/or experience equivalent to graduation from a recognized college or university with a bachelor's degree in information systems, computer science, or directly related field. Three years of experience scripting queries using Microsoft SQL, including experience with reporting services such as Crystal Reports and Microsoft Query Reporting Service, and training and/or experience in project management, web technology, development tools, and microcomputer relational database management systems. Experience with FoxPro, Visual Basic, Microsoft Access programming, and Object Oriented Programming and Zangle are highly desirable. Must provide own transportation to be used in performing job responsibilities. Possession of the valid licenses listed in the "License Requirements" section.

Knowledge of: Client/Server, relational database, web data warehouse, and portal technologies. Microsoft Server 2003 and MS SQL Server and Microsoft Structured Query Language. Transact-SQL language, stored procedures, triggers, user-defined functions and views. Execution hooks, web application development tools, database security including access control, backup and recovery techniques. Information transfer, sharing and communications among differing computer systems. Microcomputer Client/Server and web-based data management systems. Client/Server, multi-tiered architecture and technologies. California school district's enrollment and scheduling process. California state reporting criteria, including but not limited to: CBEDS, R-30 and state testing pre-IDs. Adult learning principles, project management and curriculum development. Correct English usage, spelling, grammar, and punctuation. Copyright laws, privacy laws, and District policies related to network/computer access.

Ability to: Operate microcomputer equipment, operating systems, and a variety of computer applications. Analyze complex procedures, data constructs and data to develop logical conclusions. Communicate technical information clearly to users/clients. Prepare clear, complete and accurate reports. Meet schedules and time lines. Establish and maintain cooperative and effective working relationships with others. Utilize a variety of technical and non-technical resources to achieve directives, goals and objectives. Operate with initiative, resourcefulness and follow-through. Work effectively, both independently and as a member of a team.

LICENSE Must possess a valid California driver's license and maintain qualification for automobile insurance coverage.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Must be able to hear and speak to exchange information. See to perform assigned duties. Sit or stand for extended periods of time. Dexterity of hands and fingers to operate a keyboard and other office equipment. Kneel, bend at the waist, reach overhead, above shoulders and horizontally to retrieve and store files and supplies. The majority of work is light to medium and may require routinely lifting or moving up to 50 pounds and occasionally lift and/or move up to 70 pounds. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

WORKING CONDITIONS Office and outdoor environment. Driving a vehicle to conduct work.

