BRIEF DESCRIPTION OF POSITION

Under the direction of the Director of Information Technology Services, installs, analyzes, maintains, tunes, monitors, secures and troubleshoots a variety of highly complex computer and database management systems.

STATEMENT OF TYPICAL DUTIES

a. Provides support to the Information Technology Services in database installation, maintenance, tuning, backup and recovery; upgrades procedures regarding database systems and servers. E
b. Develops specifications, design and implementation of database queries, scripts and views; provides database monitoring, performance tuning, troubleshooting, query development, replication, data mining and data warehousing. E
c. Develops, maintains and enforces database procedures, standards and security practices to safeguard information against accidental or unauthorized damage, modification or disclosure of data. E
d. Designs, documents, implements, maintains and monitors storage, archival, backup and recovery procedures; preserves the performance and integrity of data; monitors and tunes database for optimal performance. E
e. Manages system capacity for existing requirements and plans for future sizing needs; administers and monitors database servers; analyzes logs and other pertinent data to assess, anticipate and resolve potential database-related issues. E
f. Assists users in development of ad hoc reports; organizes and conducts user meetings for disseminating information on the database system and its use; provides information on vendor published manuals. E
g. Develops and provides district specific documentation including data definitions, policies, procedures and designs; keeps abreast of technology advancements, and maintains current understanding of the changes in the computer technology industry. E
h. Evaluates and analyzes vendor database management system applications to determine requirements, cost and feasibility of use in the district. E
i. Performs tests on programs and databases to correct resulting errors and make necessary adjustments. E
j. Communicates with Technology Resource Specialist on relevant training issues related to SIS.
k. Maintains the Student Information System Software operating system, including revision upgrades and control parameters. E
l. Provides technical expertise to the IT staff and users, as needed; responds to questions and assists in maintaining system availability. E
m. Maintains current knowledge of technological advancements in the computer field, basic knowledge of Personal Computers and Network operating systems. E
n. Communicates with a variety of District personnel and other departments to resolve problems, establish priorities and answer questions. E
o. Organizes and collects data and background materials for utilization in the preparation of a variety of reports. E
p. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:
*   SQL (Standard Query Language) and other programming environments;
*   SQL reporting tools;
*   Data modeling, normalization, mining, warehousing and security;
*   Correct English usage, spelling, grammar, and punctuation;
*   Oral and written communication skills;
*   Operation and use of computers and related peripheral equipment.

Ability to:
*   Analyze and determine data entities, relationships, attributes, data flow, storage requirements, data output and reporting capabilities;
*   Determine functional requirements and specifications of hardware and software systems;
*   Develop detailed program specifications;
*   Identify problems, draw valid conclusions and develop innovative, objective and effective solutions;
*   Apply creative thinking and critical reasoning to resolve complex system issues;

SENIOR DATABASE ADMINISTRATOR

- Work individually as well as part of a collaborative team;
- Establish and maintain cooperative relationships with those contacted in the course of work;
- Work under pressure;
- Communicate effectively both orally and in writing;
- Prepare effective reports;
- Coordinate work with activities and provide leadership, guidance and training to other
- technical personnel.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a Bachelor's degree in information technology, computer science or a related field and five years experience as a database administrator. Experience should include installing, implementing and maintaining SQL Server in a clustered and highly available environment. Incumbent must have expertise with Microsoft SQL Server 2000/2005 Enterprise Edition and database performance tuning and capacity planning. MCDBA Certification, as well as experience with Active Directory, data warehousing systems, and financial and/or student information systems is required.

PHYSICAL CHARACTERISTICS

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS

Data Processing Center environment; subject to occasional noise from computer operation.