



Job Title: **Database Administrator Level 1 and 2**

Department: **Information Technology**

Supervisor: **Director of Technology Deployment**

Lane Placement: **ESP Lane 13-14**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 5**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Technology Deployment and the Director of Information Technology, the Database Administrator is responsible for performance, integrity, security and reporting with enterprise databases. The Database Administrator will aid in planning, development and troubleshooting databases and systems.

ESSENTIAL FUNCTIONS

- Designs, develops, debugs, maintains and tunes for performance the enterprise databases as determined by project priorities set by the District administration.
- Designs, develops and maintains complex computer systems and reporting systems to support schools in data-driven decision making.
- Establish the needs of users and monitoring user access and security.
- Monitor performance and manage parameters to provide fast query responses.
- Create database documentation, including data standards, procedures and definitions for the data dictionary.
- Develops triggers and scripts to ensure complete data integrity and the production and submission of reports to meet state/federal mandates and requirements.
- Develops, maintains technical documentation in support of computer applications, configuration/management and other critical systems.
- Develop, manage and test backup and recovery plans.
- Analyzes user needs and develops recommendations in determining training needs, process changes, development and/or maintenance projects and priorities, along with other technology related needs expressed by user requests.
- Communicating regularly with technical, applications and operational staff to ensure database integrity and security.
- Builds project estimates using existing resources.
- Applies advanced technical logic and problem solving skills in troubleshooting and resolving incidents across a broad range of database applications and server systems.
- Contribute to business continuation/disaster recovery, including backup scheduling, continuity and contingency planning and evaluation.
- Support System Administration team with installation, configuration, performance monitoring and systems tuning for UNIX, Windows and Macintosh enterprise server farms and desktops, Web servers, Large Scale SAN implementation and supportive infrastructures.
- Provides input into both short and long term technology planning efforts for the District.
- Assists the District Administration in fulfilling requests from the Board of Education by collecting data, preparing reports and distributing information.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Bachelor's degree in computer science, software engineering, information management or related field.
- Requires two (2) years job related work experience with demonstrated competence.
- Requires extensive knowledge of relational database systems as well as fourth-generation programming languages. Must demonstrate competence in reading, writing and advanced mathematical principals and logic skills.
- Experience with Progress database as well as Microsoft SQL database preferred.
- Experience with K-12 administrative applications is preferred.
- Requires the ability to independently work through highly complex technical troubleshooting processes.
- Requires effective interpersonal skills and ability to work with others to support the concept of teamwork and customer service. Has significant interaction with personnel representing all aspects of the IT Department, District administrators, principals, school/office staffs, State agencies and the vendor community.
- Ability to analyze and understand end-use needs (groups and individuals) and conduct computer systems training as needed.
- Ability to design, develop, debug and successfully implement database application systems.
- Knowledge of operating systems currently in use as well as server administration and management preferred.
- Ability to develop general business knowledge of K-12 public education.
- Ability to determine how to effectively address multiple priorities at one time.
- Ability to handle unusual software and hardware problems and to meet deadlines.
- Program flow and accuracy are critical.
- Ability to work well with frequent interruptions.
- Requires a valid Utah driver license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Requires ability to lift a minimum of twenty-five (25) pounds

• Physical ability to perform the essential functions listed above with or without reasonable accommodation.
• Requires the ability to lift a minimum of ten (10) pounds.
• Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020