

## **Manager - Data Systems**

### **Purpose Statement**

The job of Manager - Data Systems is done for the purpose/s of analyzing departmental and individual requirements for data solutions; developing, implementing and maintaining applications; documenting system components and user instructions; and serving as a technical advisor to staff and other district personnel.

This job reports to the Director of Technology

---

### **Essential Functions**

- Collaborates with a variety of internal and external parties (e.g. programmers, other database administrators, users, state and/or federal agencies, contractors, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Coordinates all database activities (e.g. cataloging, file locking, access rights, and comprehensive information systems such as student information, learning management, financial, and human resources, etc.) for the purpose of monitoring compliance with district policies and security procedures.
- Designs a variety of databases (e.g. server configuration, security, disaster recovery and backups, structures, logical data model, scripts and stored procedures, etc.) for the purpose of providing end users with access to accurate data.
- Develops a variety of database support processes (e.g. tech standards, monitoring utilities, tuning methods, reporting portals for staff access to school data, etc.) for the purpose of ensuring the stability and performance of production databases and the availability of stored data.
- Develops a wide variety of complex materials (e.g. instructions, notices, reminders, memos, technical standards, security policies, training materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Establishes environments for use in application software testing for the purpose of emulating production environments and ensuring that defined requirements meet expected functionality.
- Monitors database activities and performance (e.g. coordinate the retention, storage and digitization of school records as required by law, etc.) for the purpose of ensuring the security and reliable operation of district databases.
- Oversees a variety of department activities, as assigned (e.g. data base design, logical data modeling, performance, security, etc.) for the purpose of ensuring the security and reliable operations of district database.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of written materials (e.g. instructions, notices, reminders, memos, technical standards, security policies, training materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares documentation (e.g. published standards, security records, training material, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Recommends equipment, supplies and materials for the purpose of identifying required items to provide appropriate services.

- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a technical resource to department and district staff (e.g. serves as a member of the district's Cyber Security team to mitigate risks, etc.) for the purpose of providing information and/or advice regarding active or planned projects.
- Supports project operations (e.g. estimates of task deliverables, schedule updates, reporting status, etc. Also coordinate and evaluate activities of staff toward common departmental and organizational goals optimizing use of system functionality and fostering innovation, etc.) for the purpose of ensuring that project objectives are achieved.
- Trains selected department personnel (e.g. identify data needs and possible process improvements, etc.) for the purpose of ensuring their ability to use new and/or existing databases and related software.
- Troubleshoots malfunctions of database systems (e.g. access, integration, staging, reporting and presentation of data, etc.) for the purpose of resolving operational issues and restoring services.
- Upgrades district databases (e.g. coordinate with various district departments to identify data needs and possible process improvements, etc.) for the purpose of ensuring their ability to use new and/or existing databases and related software.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent applications such as Oracle, SQL, Crystal Reports/Business Objects, Web Intelligence.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: relational databases, record structures, media input and output devices; and current generation programming methodology including object based design, operating systems, protocols, and programming languages.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; and applying logical processes and analytical skills.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range