

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Data Administrator	Reports to:	Program Administrator/Supervisor
Job Category:	Information Technology	Classification Unit:	Classified
Board Approval:	8/11/2022	Current Salary Grade:	Salary Schedule B, Range D
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform specific programming functions as necessary for the establishment, maintenance, modification and administration of District’s information technology systems; provide access to software applications; identify, troubleshoot and resolve computer technology problems and provide solutions to district needs; collaborate with various District departments including curriculum, student services, assessment, and school sites required for maintaining/updating data; prepare and generate reports for analysis, estimation and forecasting; perform data integration functions; serves as the escalation point for issues pertaining to data integrity

ESSENTIAL FUNCTIONS:

- Identify, troubleshoot and resolve computer technology problems; determine feasibility and system programming and resource requirements.
- Develop and maintain systems and software applications (e.g. report writing, screen design, graphical user interfaces, system procedures, etc.); provide computerized alternatives to manual processes and/or enhance current database products.
- Establish/maintain links to extract and download information.
- Analyze, develop, and implement complex data processing programs and assist in the activities and operations related to development and implementation of data processing systems.
- Conduct tests of new and/or modified data processing programs, analyze results, and modify programs as required.
- Generate and maintain system and program design specifications.
- Prepare a variety of materials (e.g. reports, memos, procedures, user documentation, etc.); document activities, providing written reference and/or convey information; ensure accuracy of data and reports; meet required State mandated reporting timelines; review and certify reports.
- Respond to inquiries and provide information and/or direction.
- Develop process in extracting data from SIS for the purpose of system integrations and third-party applications.
- Perform a variety of duties to integrate user account creation to all third-party applications, PowerShell scripts for batch processing; conduct SQL server maintenance.
- Maintain and support the issues raised in using Student Information System (SIS); assist with marks processing and end of year processing.
- Generate programs for new data capture and maintenance, scheduling and marks issues handling.
- Maintain the database and issues related to the database; release new software versions to web servers and databases. Regularly and routinely, audit data for accuracy and logic.

- Train system users to ensure the efficient use of systems and/or applications.
- Serve as a technical liaison/resource to assist and train District personnel on application usage.
- Attend a variety of meetings, training and conferences as assigned.
- Participation in professional development training courses in the areas of student database administration

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Computerized data and processing systems.
- Principles and techniques of complex and technical planning.
- SQL Server / T-SQL/ SQL Server Analysis & Integration Services.
- Power shell scripting.
- Web applications design, development and deployment.
- Applicable Q and SIS databases.
- LDAP and AD servers.
- Data processing and programming.
- Database systems and architectures
- Database system performance monitoring and analysis
- Records storage and handling techniques.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Analyze complex technical problems, evaluating alternatives, and recommending effective courses of action.
- Work with users who have a wide range of technical skills and be able to communicate technical and complex information and develop appropriate training and documentation.
- Review and interpret highly technical information. Perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Problem solve with data frequently requires independent interpretation of guidelines.
- Develop logical conclusions and effective solutions.
- Research, analyze, and recommend new system software and hardware.
- Understand complex, multi-step written and oral instructions.
- Analyze situations to define issues and draw conclusions.
- Engage external resources to solve problems.
- Gather, collate, and classify data.
- Prepare and maintain accurate records, data, and reports.
- Write and revise system documentation
- Read and process technical information.
- Compose a variety of documents.
- Work cooperatively and effectively with others or independently under time constraints.
- Work independently with little supervision
- Work with a high level of interruptions, meet deadlines and schedules.
- Plan and manage projects independently.
- Organize and prioritize work to meet deadlines, timelines, and schedules.

- Schedule activities and meetings
- Facilitate group discussions.
- Travel to multiple sites and/or locations to carry out the functions of the position.
- Analyze situations to define issues and draw conclusions.
- Understand complex, multi-step written and oral instructions.
- Operate a variety of job-related equipment, including a computer, printer, peripheral devices, and assigned software.
- Operate equipment and tools used in computer repair and maintenance.
- Adhere to safety practices.
- Perform complex math, including algebra, geometry, and calculations using fractions and percentages.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provide the required knowledge, skills and abilities.

Education: Associate degree and/or Vocational School degree with study in a job related area.

Experience: Five (5) years of progressively responsible experience in database administration planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management.

Required licenses, certificates, continuing education, training and other requirements:

- Possession of a valid California driver's license

DESIRABLE QUALIFICATIONS:

- Bachelor's degree in computer science, business administration, management information systems or related field.
- Supplemental Technical School coursework in the field of computer technology and database administration.
- Additional training/education in the field of technology is preferred.
- Information technology industry certifications preferred
- Experience in K-12 school district environments is highly desired.

WORKING CONDITIONS:

Environment: Indoor/Office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 60% sitting, 30% walking, and 10% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.