

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

PROGRAMMER/DATABASE ADMINISTRATOR

POSITION: Programmer/Database Administrator

REPORTS TO: Supervisor of Accountability

LOCATION: Department of Assessment and Accountability

NATURE OF WORK:

This is an administrative and technical position that requires the ability to coordinate multiple projects concurrently. The employee is responsible for providing support to all users of software applications for St. Mary's County Public Schools and analyzing, defining, and developing software applications to meet user requirements and manages the SMCPSS student information database environment including server health. The work is performed under the general direction of the Supervisor of Accountability.

ESSENTIAL FUNCTIONS:

- Analyzes user requests for design of new and modification of existing applications;
- Tests, documents, and supports applications in SQL and Cognos;
- Translates data into formats required by both internal and outside reporting requirements;
- Provides technical support for all Student Information System applications;
- Provides technical support for users of various applications;
- Interfaces with vendors that provide software and hardware products for school system;
- Provides technical support and troubleshooting for server software and applications;
- Recommend and oversee SMPCS student information database server upgrades/updates;
- Develop and maintain exports from SMCPSS student information database into other applications;
- Excellent human relations and communication skills;
 - Strong written and verbal communication skills;
 - Excellent collaboration and problem-solving skills;
 - Excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours;
 - Ability to work with limited supervision with a results-oriented approach;
 - Possesses a strong desire to continually learn; and
 - Possesses a professional work ethic.

DUTIES AND RESPONSIBILITIES:

- Diagnoses problems and provides technical support to users on a daily basis;
- Develops and maintains programs to meet local and state data requirements;
- Manages the server daily processes and user access;
- Attends and conducts meetings to determine user requirements for software development and modifications;
- Extract and reformat data from student information systems to produce state required data in state format for submission to state agency.
- Collaborates with programmer analysts and others within the department to create and provide professional development regarding department initiatives;
- Liaisons with other Programmer Analysts in DAA to resolve help-desk tickets pertaining to online instructional district platforms;
- Assists with imports and exports between the student information system and learning management system;
- Developing and maintaining user-defined screens in the students information system; and

- Fulfill local data requests from various SMCPs departments.

QUALIFICATIONS:

- Bachelor's degree in Computer Science Area or two years of equivalent experience which equates to one year of college;
- Experience with SQL database;
- Highly proficient with MS Word, Excel, Access and SQL as updating, maintaining, and analyzing data is an integral part of the position;
- Experience with Windows Server and MS SQL Server; and
- Possess knowledge of school board and state policies, rules and regulations, goals and objectives pertaining to student registrations, grading, transcripts, and discipline.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 34.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 03.18.2024

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PROGRAMMER/DATABASE ADMINISTRATOR

POSITION: Programmer/Database Administrator

REPORTS TO: Director of Information Technology

LOCATION: Information Technology Services

NATURE OF WORK:

This is administrative and technical work. The employee is responsible for providing support to all users of software applications for St. Mary's County Public Schools and analyzing, defining, and developing software applications to meet user requirements and manages the SMCPs database environment including server health. The work is performed under the general direction of the Director of Information Technology.

ESSENTIAL FUNCTIONS:

- Analyzes user requests for design of new and modification of existing applications;
- Tests, documents, and supports applications in SQL and Cognos/ReportNet;
- Translates data into formats required by both internal and outside reporting requirements;
- Provides technical support for all Student and Finance Management System applications;
- Installs application software purchased from vendors and provides technical support for users of the applications;
- Interfaces with vendors that provide software and hardware products for school system;
- Provides technical support and troubleshooting for server software and application;
- Provides technical analysis and support for SQL Server, and Cognos/ReportNet product development;
- Diagnose and maintain the SMCPs SQL environment;
- Recommend and oversee database server upgrades; and
- Evaluate Disaster Recovery Plan effectiveness and test the validity of back ups.

DUTIES AND RESPONSIBILITIES:

- Diagnoses problems and provides technical support to users on a daily basis;
- Develops and maintains programs to meet local and state data requirements;
- Manages the server daily processes and user access;
- Attends and conducts meetings to determine user requirements for software development and modifications; and
- Extract and reformat data from student and financial systems to produce state required data in state format for submission to state agency.

QUALIFICATIONS:

Required:

- Bachelor's degree in Computer Science Area or two years of equivalent experience equates to one year of college;
- Experience with SQL database;
- Highly proficient with MS Word, Excel, Access and SQL as updating, maintaining, and analyzing data is an integral part of the position;
- Excellent human relations and communication skills;
- Windows Server and MS SQL Server experience; and
- Strong written and verbal communications skills.

Desirable:

- Excellent time management skills and ability to take initiatives and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours;
- Knowledge of school board and state policies, rules and regulations, and goals and objectives pertaining to student registrations, grading, transcripts, and discipline; and
- A results-oriented, self starter with a passion for his/her work, a strong desire to continually learn, and a positive upbeat personality who strives to effectively work well with others with a positive professional work ethic.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 34.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP