

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

**PROGRAMMER/DATABASE ADMINISTRATOR DAA**

**POSITION:** Programmer/Database Administrator/DAA

**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:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess 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
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Provides technical support for all Student Information System applications and 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
- Analyzes user requests for design of new and modification of existing applications
- Recommends and oversee SMPCS student information database server upgrades/updates
- Develops and maintains exports from SMCPSS student information database into other applications
- Develops and maintains programs to meet local and state data requirements
- Attends and conducts meetings to determine user requirements for software development and modifications
- Extracts and reformats 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 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
- Develops and maintains user-defined screens in the students information system; and
- Fulfills local data requests from various SMCPs departments
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- Bachelor's degree in Computer Science Area **OR** eight (8) years of experience with SQL database, Windows Server, and MS SQL

**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 35.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP

Updated 07.2024

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

**PROGRAMMER DATABASE ADMINISTRATOR INFORMATION**

**POSITION:** Programmer Database Administrator Information Technology

**REPORTS TO:** Director of Information Technology

**LOCATION:** Information Technology Services

**NATURE OF WORK:**

This is 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 database environment including server health. The work is performed under the general direction of the Director of Information Technology.

**ESSENTIAL FUNCTIONS:**

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Possess 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
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

**DUTIES AND RESPONSIBILITIES:**

- Provides technical support for all Student and Finance Management System applications
- Possesses and maintains knowledge of school board and state policies, rules and regulations, and goals and objectives pertaining to student registrations, grading, transcripts, and discipline
- Installs application software purchased from vendors and provides technical support for users of the applications on a daily basis
- Interfaces with vendors that provide software and hardware products for school system
- Manages the server daily processes, user access and provides technical support and troubleshooting for server software and application
- Provides technical analysis and support for SQL Server, and Cognos/ReportNet product development
- Diagnoses and maintains the SMCPSS SQL environment
- Recommends and oversees database server upgrades
- Evaluates Disaster Recovery Plan effectiveness and test the validity of back ups
- Translates data into formats required by both internal and outside reporting requirements;
- Develops and maintains programs to meet local and state data requirements;
- Manages the server daily processes and user access;
- Analyzes user requests for design of new and modification of existing applications

- Attends and conducts meetings to determine user requirements for software development and modifications
- Extracts and reformats data from student and financial systems to produce state required data in state format for submission to state agency
- Performs other related and non-related job duties as assigned

**QUALIFICATIONS:**

Required:

- Bachelor's degree in Computer Science Area **OR** eight (8) years of experience with SQL database, Windows Server, and MS SQL

**TERM OF EMPLOYMENT:**

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**SALARY GRADE RANGE:**

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