

82029

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

DATABASE ADMINISTRATOR

QUALIFICATIONS:

- (1) Bachelor's Degree in Computer Science from an accredited institution.
- (2) Successful completion of training in the fundamentals of computer languages and data base management.
- (3) Five years' experience in computer programming, data bases and application development.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to analyze data. Ability to effectively use problem-solving skills. Ability to work as part of the team with the staff or other departments. Ability to identify important issues or problems in area of responsibility. Ability to share ideas with others in a clear and informative manner. Excellent written and oral communication skills. Analytical skills to review information and formulate alternate solutions to problems. Knowledge of data base structures, designs and analysis. Ability to manipulate data using SQL and other programming languages. Ability to remain current and adaptable to new technologies as they relate to data base management. Ability to plan work and effectively utilize time. Skills in interaction. Knowledge of state data base requirements. Ability to monitor data bases for data integrity.

REPORTS TO: Director of Information and Technology

JOB GOAL

To maintain local and state required data bases. To maintain the interfaces between the district's data bases, software vendors and the state. To provide leadership in maintaining data integrity throughout our systems.

PERFORMANCE RESPONSIBILITIES:

- (1) Assist in training school and district personnel in data entry techniques that maximize data integrity.
- (2) Use SQL and other programming languages to maintain data base files, provide for imports and exports and create reports.
- (3) Oversee all federal and state data reporting
- (4) Review logs and user profiles to maintain data security.
- (5) Work with District and School staff to ensure open communication with all stake holders in identifying needs and providing timely solutions.
- (6) Develop implementation plans for incorporating new features and processes.
- (7) Perform other duties as assigned.

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DATABASE ADMINISTRATOR

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel

Job Description Supplement Code 2