

**SCHOOL DISTRICT OF BRADFORD COUNTY**  
**DATA BASE MANAGER**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Bachelor's degree from an accredited educational institution and three (3) years successful experience in data base maintenance and administration  
or  
Associate's degree from an accredited education institution and four (4) years successful experience in data base maintenance and administration.
- (2) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of data base engines including but not limited to SQL, iSeries Query Language, Microsoft Access and Excel. Ability to combine disparate information to meet customer needs so that the district can fully comply with the state's Race to the Top initiative. Ability to interpret and understand the needs of our customers. Ability to communicate orally and in writing. Ability to work effectively and cooperatively with a variety of people. Knowledge of the information processing functions and requirements of a school system.

**REPORTS TO:**

Director, Management Information Services

**JOB GOAL**

To ensure that customers at all levels have the information needed to make informed choices in managing the Bradford County School system.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

Service Delivery

- \*(1) Develop solutions and design systems through an analytic process involving coding, testing, production and documentation.
- \*(2) Write programs and procedures to accommodate both state and county data system requirements.
- \*(3) Design database layouts, design print layouts for reports.
- \*(4) Revise and update current database programs as necessary; write special one-time or recurring local programs as required.
- \*(5) Compile reference files of jobs performed.
- \*(6) Operate computer and related equipment as necessary.
- \*(7) Perform control work in editing and correcting incoming and outgoing data.
- \*(8) Conduct follow-up review of systems.
- \*(9) Demonstrate initiative in the performance of assigned responsibilities.

#### Employee Qualities/Responsibilities

- \*(10) Meet and deal effectively with staff members, administrators and other contact persons using tact and good judgment.
- \*(11) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(12) Ensure adherence to good safety standards.
- \*(13) Maintain confidentiality regarding school/workplace matters.
- \*(14) Model and maintain high ethical standards.
- \*(15) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

#### Inter/Intra-Agency Communication and Delivery

- \*(17) Provide technical assistance and documentation for users.
- \*(18) Exercise service orientation when working with others.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Use effective, positive interpersonal communication skills.
- \*(21) Respond to inquiries and concerns in a timely manner.
- \*(22) Serve on department/district committees or task teams as required or appropriate.

#### System Support

- \*(23) Exhibit interpersonal skills to work as an effective team member.
- \*(24) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(25) Demonstrate support for the school district and its goals and priorities.
- \*(26) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(27) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(28) Participate in cross-training activities as required.
- \*(29) Perform other tasks consistent with the goals and objectives of this position.

#### \*Essential Performance Responsibilities

#### 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:

THIS IS A GRANT FUNDED POSITION. 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.