

## SCHOOL DISTRICT OF BRADFORD COUNTY

## JOB DESCRIPTION

## DATA BASE SPECIALIST

**QUALIFICATIONS:**

- (1) Bachelor's Degree in Computer Science or related field, or training and experience equivalent to the above.
- (2) Three years experience in data processing and organizational skills; or three years of experience utilizing DOE databases; or a combination or previous education/training/experience which provides for an equivalent background necessary to perform the work.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Maintains and supports the Department of Education (DOE) Student, Staff, and Finance data bases; provides training and support to district and school personnel with respect to state data base requirements; works with district and school staffs in utilizing the district's data; provides basic programming support and works with the programming staff to modify and correct software to meet DOE and local data base needs.

**REPORTS TO:**

Director of Information Services

**JOB GOAL**

To maintain essential records fundamental to the management of the District and/or office setting.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Assist school data entry operators and student information administrators with data entry procedures to meet DOE and local reporting requirements.
- (2) Determine accuracy of data on the Student, Staff and Finance databases by using the AS/400 Query facility to inspect and review data.
- (3) Read, coordinate, duplicate and distribute changes received from the DOE, and provide training to appropriate personnel.

- (4) Process, edit and transmit Student, Staff and Finance data to the DOE. Make decision on corrective activity to resolve edit, validation and exception errors, and assist district and school personnel with corrections.
- (5) Develop a regular training schedule for those responsible for maintaining the district databases.
- (6) Perform other similar or related duties as assigned.

**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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 2**