

Senior Database Administrator

DEPARTMENT:	Technology	REPORTS TO:	Director of Technology Services
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full Time	FLSA STATUS:	Exempt

Position Description

The Senior Database Administrator supports the district by overseeing and maintaining assigned databases and corresponding software applications. This position identifies, investigates, and resolves database issues and facilitates data reporting and compliance.

Task Title	Essential Job Functions	Percent of Time Spent
Technical Support and Troubleshooting	<ul style="list-style-type: none"> Communicate with the system providers and work to resolve any issues in the most efficient manner. Provide backup and troubleshoot issues arising from other database integration applications. Manage the day-to-day operation of assigned databases and software applications. Facilitate the set-up, planning, customization, and annual roll over of data systems. Create and maintain access for approved users and manage security resources. Communicate effectively with both technical and non-technical users, including end-users and upper management. Communicate project goals, benefits, and results in a timely manner. Provide technical support to all end users, including district administration, teachers, staff, and parents of students. Prepare all documentation related to end user support. 	45%
Database Management	<ul style="list-style-type: none"> Maintain data, validation tables and calendars within the database system. Provide integration and file downloads with other applications and work with IT team to assist with data integration on the intranet. Facilitate the set-up, planning, customization, and annual roll over of data systems. Implement and maintain new projects as needed. 	30%

	<ul style="list-style-type: none"> Support and maintain the district's student and financial administrative systems by keeping the software updated and maintaining user access and security resources. 	
Data Compliance & Reporting	<ul style="list-style-type: none"> Coordinate the accurate and timely collection and conveyance of federal, state, and local data. Manage the collection, validation, and accurate reporting of state data required by the U.S. Department of Education (DoE), the state Department of Elementary and Secondary Education (DESE), and district administration. Stay current on changes to state reporting regulations. Support accurate and complete data collection among faculty and staff across multiple departments. Collaborate with key personnel to produce reports and ensure compliance with all reporting requirements. 	25%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required by this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees.
- **Supervisory Activities:** None.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact the entire district.

Qualifications

Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Bachelor's degree in computer science, information systems, or a related field and 3 years of work experience in technology managing or troubleshooting software applications
 - Two years of college/associate degree in a related field and 5 years of work experience in technology maintaining databases and/or software applications
 - High school diploma and 7 years of work experience in technology maintaining databases and/or software applications
- Experience with relational databases, SQL Server Management Services, SQL Server Reporting Services (SSRS), and SQL Server Integration Services (SSIS).

Preferred

- Experience with Tableau and Cognos.
- **Certificates, Certifications, or Other Training:** SQL scripting, Python Scripting, Bash Scripting

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Custodial/Grounds/Maintenance: Machines and tools, including their uses, repair, and maintenance.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization
- **Intermediate:**
 - Custodial/Grounds/Maintenance: Machines and tools, including their uses, repair, and maintenance.
 - Law/Government: Local, state, and national laws and government regulations including data governance, data privacy, data reporting requirements, and KSD Board of Education policy
- **Advanced:**
 - Administrative: Administrative and office procedures, functions, and basic office tasks.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Education/Training: Principals and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- **Expert:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications, programming, relational databases, SQL Server Management Services, SQL Server Reporting Services (SSRS), and SQL Server Integration Services (SSIS)
 - Customer and Personal Service: Principals and processes for providing customer and personal services.

Skills

- **Constantly** (More than 5.6 hours or 69% of the day): Time Management, Active Learning, Critical Thinking, Complex Problem Solving, Judgement/Decision, Social Perceptiveness, Service Orientation, Programming
- **Frequently** (Between 2.6 hours and 5.5 hours or 33% to 68% of the day): Mathematics, Reading Comprehension, Speaking, Writing, Coordination, Monitoring, Systems Analysis, Operations Analysis, Systems Evaluation, Quality Control Analysis, Troubleshooting
- **Occasionally** (Up to 2.5 hours or 32% of the day): Active Listening, Learning Strategies, Instruction, Negotiation, Social Perceptiveness, Equipment Maintenance, Operation and Control, Repairing
- **Rarely** (Less than 1 hour or 12% of the day): Persuasion, Equipment Selection, Installation

Work Environment and Physical Demands

Physical Activities/Sensory Abilities

- Constantly (more than 5.6 hours or 69% of the day): Sitting, Finger Dexterity, Repetitive Motion,
- Occasionally (Up to 2.5 hours or 32% of the day): Reaching, Standing, Walking, Hearing, Color Vision
- Rarely: (Less than 1 hour or 12% of the day): Walking

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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