Position: Database Specialist	FLSA: Non-exempt
Department/Site: Technology Services	Salary Grade: 19
Evaluated by: Director of Technology Services	

OVERALL OBJECTIVE AND SUMMARY

Under the general supervision of the Director of Technology Services, perform a variety of complex professional duties including, but not limited to, planning, developing, analyzing, implementing, and maintaining highly complex computer and database systems. Work mainly with the PowerSchool student database application. Will also be required to help administer and maintain other District database applications. Provide technical guidance and support to end-users.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Compact, repair, and back-up databases.

- Assist site and District personnel with the PowerSchool system.

- Assist users write queries using the PowerSchool query structure.

- Create reports based on ad hoc and prepared queries and requests.

- Manipulate, transfer and store data in network, Internet and intranet environments.

- Assist network personnel in setting up websites and associated databases on sites served by the intranet.

- Trouble-shoot user problems related to the District's database applications.

- Use web-based resources to resolve database and client issues.

- Maintain database security files and permissions on the District's databases.

- Write scripts that automate database processes such as backup, compact and path configuration.

- Assist internal departments in the creation and testing of scripts for software upgrades, network changes, database connectivity, and user configurations to ensure that live changes occur as smoothly as possible.

- Work with application developers for updates and problems with PowerSchool and other District databases.

- Train end-users either by group or on an individual basis on the use of previously mentioned systems.

- Maintain access security for all District data inside the District's databases.

- Maintain and update documentation of the hardware and software for District's systems under this position's authority.

- Attend and participate in staff meetings, workshops, conferences and classes as required.

- Operate District vehicles in the performance of assigned duties.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- MS ACCESS DATABASE PROGRAMMING, SCRIPT WRITING IN A LANGUAGE SUCH as Windows Scripting Host, VD Scripting or JavaScript.
- Visual Basic for Applications to be used to create or edit Excel Macros and MS Access Database programming.
- Direct experience with converting databases from one version of MS Access to another and importing an MS Access database into a SQL Server database.
- How security files work with MS Access.
- Track-it or similar helpdesk applications is a plus.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Oral and written communication skills.

Ability to:

- Demonstrate strong skills with MS ACCESS 97, 2000 and SQL Server 2000.
- Working in Structured Query Language, SELECT data from a table, INSERT data into a table, UPDATE data in a table and to DELETE a table.
- In the case of SELECT, UPDATE, and DELETE, know how to target the actions so that only required records are retrieved or affected (WHERE clause).
- Apply policies and procedures related to the assigned duties and responsibilities of the position.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

PHYSICAL ABILITIES

This position requires:

- The ability to hear and speak to exchange and retrieve information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard and adjust computer equipment.
- Visual acuity to read technical documents and instructions.
- Ability to lift, carry, push and/or pull items of light to medium weight (less than 25 lbs).
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a stool/ladder and reach above shoulders.

<u>EDUCATION AND EXPERIENCE</u>

Equivalent to an Associates Degree or 60 semester units completed in a Bachelor's Degree program from an accredited college or university, with major coursework in computer science, management information systems, or a related field is desired. Advance certifications such as MCSD, MCSD, MCDBA or other database certificates as appropriate for District needs are highly desirable.

Three years of increasingly responsible experience in technology systems design, maintenance, and support is desired. Appropriate technical training may be substituted for up to one year of this work experience. Good working knowledge of personal computers is highly desirable. Direct experience with technology systems used by the District is highly desirable.

<u>LICENSES AND CERTIFICATES</u>

Possession of a valid California Drivers' License and proof of insurance are required.