Mt. Diablo Unified School District
Data Integration Administrator #897 (897)

JOB POSTING

Job Details

Posting ID	**897**
Title	**Data Integration Administrator #897**
Description	

DIABLO UNIFIED SCHOOL DISTRICT

Data Integration Administrator

Summary Definition

Under general supervision, creates and manages processes to support the interoperability of data systems across the District; identifies, implements, and manages technologies, automations, and process improvements to streamline and enhance data quality and system usability; assists with the administration of District management information systems and document management systems, including student information and fiscal/human resources systems, and other enterprise and
vendor-hosted systems; develops and manages processes to ensure data and information security and privacy; and performs other related duties as assigned.

Directly Responsible To

Director of Technology & Innovation or other IT Managers

Example of Duties (to include, but not limited to:)
E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Communicates with vendors, other third parties, and District staff to coordinate the planning, implementation, monitoring, maintaining, and troubleshooting of system integrations, data syncs and uploads, and other tasks and processes related to the interoperability of systems. **E**
2. Assist with the operation, maintenance, and troubleshooting of the District's student information system (SIS), enterprise resource planning system (ERP), fiscal and human resources management systems, and other data systems as assigned. **E**
3. Creates, schedules, and delivers training and support to users as appropriate. **E**

4. Works closely with District departments to establish processes to ensure the optimal integration of data across systems. **E**
5. Undertakes systems analyses and develops, implements, and manages improvements to the interoperability of District data and information systems. **E**
6. Researches and compiles information to ensure the structure, workflow, and content of systems and integrations are effectively and efficiently developed. **E**
7. Utilizes common programming languages, such as SQL, to manage, manipulate, report and analyze data. **E**
8. Works closely with District departments and schools to plan, implement, manage, maintain, troubleshoot, and support enterprise systems for document and process digitization, document and content management, workflow, form creation, and data retention. **E**
9. Administers, maintains and manages data and information systems and programs as assigned. **E**
10. Creates and maintains processes for ensuring the privacy and security of District data, documenting data sharing agreements and the methods of data sharing with third parties. **E**
11. Creates and maintains comprehensive technical documentation for data and information systems. **E**
12. Develops reports and dashboards as appropriate to communicate with a variety of audiences.
13. Plans and leads projects utilizing industry-standard project management principles and practices as appropriate.
14. Researches and vets software and systems for privacy and security.
15. Participates in the development and implementation of District data governance procedures.
16. Supervises staff as assigned

DESIRABLE QUALIFICATIONS

Training and Experience: A combination of training and experiences equivalent to a Bachelor's degree in information technology, information systems, computer science, accounting, business administration, management information systems, or a closely related field; or any combination of professional training or experience. Experience in directing/supervising the work of others is desirable. Ability to explain technology using nontechnical language. Ability to adapt to all levels of technology including legacy levels of technology found in school districts. Three years experience working with data and information systems.

Licenses and Certificates

- A valid California Driver's License

- Industry Certificates

Knowledge of

- Common operating systems and computer software and
- Common programming languages utilized in data management, such as
- Common methods for deploying and managing systems
- Customer service
- Modern office practices, procedures, and

Skills in

- Working independently and
- Project management principles and
- Coordinating diverse cross-functional
- Thinking strategically about complex
- Ability to manage multiple projects
- Ability to communicate clearly, concisely, and professionally, orally and in writing, using correct English, grammar, spelling, punctuation, and vocabulary.
- Attention to detail, conflict management, organization, scheduling, time management, good business acumen and customer relationship management.
- Ability to take initiative, work independently, and exercise good
- Ability to analyze data and situations, identify problems, reason logically and develop conclusions and effective solutions.
- Interpersonal skills using tact, patience, and courtesy, including the ability to establish and maintain effective working relationships with staff and department users and other District

Working Conditions

Office environment, driving a vehicle to conduct work. Must possess the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in

various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

DMA, Salary Range 7 (261 Days)
Approved by Board of Education: TBD
MT. DIABLO UNIFIED SCHOOL DISTRICT

Shift Type	**Full-Time**	*Salary Range*	**$96,916.00 to $128,916.00**
Salary Code	**Per Year**	*Job Category*	**Administrative Support**
External Job Application	**Classified - Management**	*Internal Job Application*	**Classified - Management**
Location	**Human Resources**	*Posting Status*	**Filled**
Minimum Qualifications Screening	**High School Diploma/GED**		

Job Application Timeframes

Internal Start Date	**07/25/2023**	*General Start Date*	**07/25/2023**
Internal End Date	**07/28/2023**	*General End Date*	**07/28/2023**

Job Pools

Pool Name	*Quantity*	*Requisition ID*	*Requisition Title*
Default	**1**		

Alternate Job Contact

Name		*Title*	
Location		*Phone*	
Email			

References

Automatically Send Reference Check	**Yes**	*Reference Check Form*	**Classified Survey**