

## **DATABASE ADMINISTRATOR/SYSTEM ANALYST**

### **Purpose Statement**

The job of Database Administrator/System Analyst was established for the purpose/s of analyzing departmental and individual requirements for database solutions; developing, implementing and maintaining applications; documenting system components and user instructions; and serving as a technical advisor to staff and other District personnel.

This job reports to Budget and Finance Director

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### **Essential Functions**

- Acts as a liaison with software providers as assigned for the purpose of resolving problems and meeting user needs and district objectives.
- Assists in the testing of application updates, enhancements and changes for the purpose of ensuring that assigned applications and related systems function appropriately and meet user and District objectives.
- Collaborates with a variety of internal and external parties (e.g. coworkers, users, state and/or federal agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Coordinates database activities (e.g. security, upgrades, populating, refreshing, repairing database systems, cataloging, access rights, etc.) for the purpose of ensuring data accuracy and availability and monitoring compliance with district policies and security procedures.
- Designs a variety of databases (e.g. server configuration, security, disaster recovery and backups, structures, logical data model, scripts and stored procedures, etc.) for the purpose of providing end users with access to accurate data.
- Develops a variety of database support processes (e.g. tech standards, monitoring utilities, tuning/optimization methods, etc.) for the purpose of ensuring the stability and performance of production databases and the availability of stored data.
- Develops functional and system/software requirements from information gathered from a variety of sources (e.g. user meetings and/or interviews with internal and non-district staff, etc.) for the purpose of documenting/interpreting user needs, identifying needed data structures and creating a working plan to develop/change systems as assigned.
- Monitors assigned applications and related systems for the purpose of reducing application downtime and ensuring that assigned applications are available when needed to meet District objectives.
- Participates in a variety of planning and development activities (e.g. planning meetings, committees, user interviews, etc.) for the purpose of assisting in the creating short and long range plans for programming support to the district.
- Prepares a variety of materials in both written and electronic formats (e.g. state and local compliance reports, technical specifications, user manuals, memos, procedures, project documentation, flow charts, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Trains various Human Resources and Financial department employees as needed for the purpose of assisting them in the proper, efficient and effective use of assigned software applications.

- Troubleshoots malfunctions of database systems for the purpose of resolving operational issues and restoring services.
- Upgrades district databases for the purpose of ensuring their ability to use new and/or existing databases and related software.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: relational databases; record structures; and current generation database design methodology including operating systems, protocols, report generators, and query and programming languages.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; and applying logical processes and analytical skills.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Classified 27