Purpose Statement
The purpose of a Database Administrator is to design, develop, implement, maintain, monitor, and modify student information system databases, applications, and related interfaces; analyze departmental and individual requirements for database solutions; document system components and user instructions; provide technical support to district and site staff.

This job reports to the Director of Information Technology.

Essential Functions
- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, providing technical assistance and support, and providing information and/or direction regarding information systems and services.
- Communicates with administrators, staff, and vendors for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Designs a variety of databases and SQL scripts (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 and meeting state and federal reporting requirements.
- Develops a variety of database support processes (e.g., standards, monitors utilities, tuning methods, etc.) for the purpose of ensuring the stability and performance of production databases and the availability of stored data.
- Develops a wide variety of complex manual and electronic materials (e.g., instructions, security records, reminders, memos, technical standards, security policies, training materials, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Establishes environments for use in application software testing for the purpose of emulating production environments and ensuring that defined requirements meet expected functionality.
- Informs supervisor and staff regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and ensuring efficient operations.
- Maintains and monitors access to databases (e.g., monitors database activities, security, and performance, upgrades databases, cataloging, file locking, access rights, etc.) for the purpose of monitoring compliance in accordance with district policies and security procedures.
- Performs a variety of programming functions (e.g., extracts data, bridges data systems, converts older programs into current database platform, formulates system requirements, configures peripheral equipment and software applications, loads programs and applications, implements new programs and systems, produces programming code, etc.) for the purpose of upgrading, maintaining, and ensuring the availability of information to meet mandated requirements.
- Provides end user support and training for the purpose of enabling end users to operate new and/or existing operating databases, systems, and software.
● Provides input on the development and implementation of security methods for a variety of programs (e.g., budget, payroll, personnel, financial systems, student information systems, etc.) for the purpose of assuring the security and integrity of data.

● Researches computer hardware and software applications, vendors, consultants, and current technology for the purpose of recommending new programs and enhancements to existing data systems.

● Serves as a technical resource to department and district staff, outside vendors, and service providers for the purpose of providing technical assistance, support, information, and/or advice regarding active or planned projects.

● Troubleshoots database systems, applications, and programs for the purpose of resolving operational issues, restoring services, and identifying equipment and/or systems repair and replacement needs.

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:

● adhering to safety practices;
● applying job-related codes, regulations, and laws;
● interpersonal skills using tact, patience, and courtesy;
● operating standard office equipment including utilizing pertinent software applications and office technology;
● planning and managing projects;
● preparing and maintaining accurate records;
● using Microsoft Office software applications and Google based platforms;
● using pertinent database, network, application, and operating system monitoring and troubleshooting software.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

● business telephone and email etiquette;
● concepts of grammar, spelling, and punctuation;
● interpersonal skills using tact, patience, and courtesy;
● job-related codes/laws/rules/regulations/policies;
● media input/output devices;
● methods of hardware and software installation and configuration;
● methods of current generation programming;
● modern and emerging technology;
● modern office practices and procedures;
● networking technology and operating systems;
● object based design;
● object oriented programming and scripting languages;
● office equipment and technology;
● principles, practices, and methods of documentation;
● recordkeeping and record retention practices;
● relational database management;
- safe driving practices;
- safety practices and procedures;
- structured query language (SQL).

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; 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 analyze 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:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- applying logical processes;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- providing customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data.

Responsibility

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

Work 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 climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's degree in job-related area.

Equivalency: Bachelor’s Degree in computer science, information systems or business, including coursework in programming including structured query language (SQL), network administration and data communications, and two years of increasingly responsible experience in the design and sharing of inter-networked hardware/software resources.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.
Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing
For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses
Valid California Class C Driver License.

Continuing Educ. / Training

Clearances
Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status Approval Date Salary Grade
Non-Exempt Revised: 06/22/2004 Revised: 09/10/2019 - Title change from Senior Systems Analyst/Programmer Classified, Range 67