

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Database Administrator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Information Technology	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G60/CSEA 125 Salary Schedule

(Former Classification: Database Specialist)

BASIC FUNCTION:

Under general direction of an assigned supervisor, administer, design, analyze, plan, program, support, maintain and modify a variety of database management systems on multiple disparate systems to provide reasonable, timely delivery of professional services to the District in support of student learning at a high level.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Analyze potential Database Management System applications to determine feasibility, requirements, and cost effectiveness in support of providing students and staff high quality and up-to-date technology services. *E*

Design, develop, maintain, and control the standards for database information and its usage; create and maintain database security, integrity, reliability and availability; monitor performance and capacity requirements. *E*

Develop and maintain written procedures and documentation to support the effective and efficient operation of the department. *E*

Review, recommend, and assist in the development of proposals, designs, programming and implementation phases of applications added to database systems in support of providing students and staff a variety of high quality technical options. *E*

Design the overall structural design of database systems at both the logical and physical levels, working with users and programming staff. *E*

Develop, design, coordinate, and write necessary programs, tasks and documentation providing for backups, reloads, recovery, reorganization, timely updates and restructuring of database systems. *E*

Debug, troubleshoot and correct problems in a reasonable, timely manner and provide solutions to resolve issues to meet the needs of the users. *E*

Interact with vendor support to obtain information for the efficient operations of system applications and other related equipment or programs. *E*

Establish and maintain data dictionary systems. *E*

Support District with timely and accurate responses to technical questions and issues concerning database systems and structures. *E*

Install, test, maintain, upgrade, reorganize and patch software related to database systems to ensure effective operations of programs. *E*

Train and provide clear direction and guidance to others as required in support of professional learning. *E*

Participate and/or lead projects, teams and meetings. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information systems or other related field, supplemented by college level courses in systems analysis, database management and programming; four years of recent, progressively responsible experience in systems development, database management and programming, including at least one year of experience working with multiple database systems on multiple platforms and/or enterprise scalable relational database management systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; Microsoft Certified Database Administrator (MCDA); Microsoft Certified Information Technology Professional (MCITP) or equivalent or ability to obtain with in a year.

Special Requirement:

This position may work additional assignments including evenings and weekends to accommodate testing, support, maintenance and potential call back duty responsibilities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and skills involved in establishing and maintaining an effective Relational Database

Management System, including tuning, design, network communications, backup/recovery, security and administration.

Maintenance and administration of Relational Database Management Systems.

Variety of database systems on platforms including but not limited to Windows, Unix, Linux, and IBM mainframe.

Networks and Networking.

Web applications.

Computer hardware and peripherals.

SQL and other programming environments including but not limited to Active Server Pages (ASP), VisualBasic.net, PowerShell, COBOL, Procedural Language/Structure Query Language (PL/SQL), Java, Job.

Oral and written communication skills.

Knowledge of Database Administration tools.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Operate standard office equipment, including computers and related software applications.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Train and provide clear direction to others.

Plan, prioritize and schedule work to meet schedules and timelines.

Read, understand, explain and implement technical material from manuals and journals.

Maintain accurate records.

Read, apply and explain rules, regulations, policies and procedures.

Analyze and troubleshoot situations accurately and adopt an effective course of action.

Communicate, understand and follow both oral and written directions effectively.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; extended viewing of computer monitor; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting and standing for extended periods of time; seeing to observe monitor and to respond to computer malfunctions; hearing and speaking to communicate with users; dexterity to operate computer and other office equipment; lifting to move computer equipment; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files and equipment.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions