Database Administrator

Purpose Statement

The job of Database Administrator is done 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 the Director of Technology.

ESSENTIAL Functions

- Collaborates with a variety of internal and external parties (e.g. programmers, other database administrators, users, state agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.

- Coordinates database activities (e.g. cataloging, file locking, access rights, etc.) for the purpose of monitoring compliance with district policies and security procedures.

- Designs a variety of district technology services (e.g. district dashboards, server configuration, security, disaster recovery and backups, custom applications, logical data model, scripts and stored procedures, etc.) for the purpose of providing end users with access to accurate data and technology support.

- Develops a wide variety of complex materials (e.g. instructions, notices, documentation, 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.

- Monitors database activities and performance for the purpose of ensuring the security and reliable operation of district databases.

- Oversees a variety of department activities, as assigned (e.g. database design, logical data modeling, performance, security, etc.) for the purpose of ensuring the security and reliable operations of district database.

- Participates in meetings and training for the purpose of conveying and/or gathering information required to perform job functions.

- Recommends computer equipment, software, supplies and materials for the purpose of identifying required items to provide appropriate technology services.

- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, community, 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.
• 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, technical tasks with a need to periodically 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. Working knowledge of relational databases (PostgreSQL, MySQL, MSSQL). Experience with Windows Server and Linux (Red Hat, Debian and/or Ubuntu). Backup procedures for the operating system and database systems are essential as well. Optional skills include a working knowledge of SAS, PHP, HTML, Java and JavaScript as well as Microsoft Access, VB and BAT scripts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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, media input and output devices; and current generation programming methodology including object based design, operating systems, protocols, and programming languages.

ABILITY is required to schedule activities, meetings, and/or events; 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 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 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 identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to 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 direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some 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.

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

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency: Bachelors degree in job-related area preferred.

Required Testing

None Specified

Certificates and Licenses

None Specified
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.