



Database Administrator (Information Technology)

Job Overview

The purpose of this position is to assist in the design, installation and management of District database software and resources.

This position reports to the IT Department Network Manager.

Job Functions

- Provide daily administration services for enterprise data systems and software.
- Coordinate large-scale database software installations.
- Coordinate data migrations between data platforms.
- Monitor performance of databases to ensure timely access to data and optimize performance when needed.
- Ensure that all necessary clients have proper connections to required data.
- Communicate and provide assistance for data support services with third-party software vendors.
- Issue network privileges to appropriate database resources.
- Provide technical support, updates, security, licensing, and maintenance of installed data system software.
- Acts as a liaison with software providers as assigned for the purpose of resolving problems and meeting user needs and district objectives.
- Responsible for 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.
- Evaluate data to ensure accuracy on a continuous basis.
- Develop and document database processes and procedures.
- Ensure that all database software and supporting hardware is functional on a daily basis.
- Collaborate on related database intensive projects in the IT Department.
- Interact as a team member in a fast-paced, interactive environment with multiple departments.
- Research and review developments in technology; investigate the leading technological innovations in data systems; research and make recommendations for software and hardware purchases.

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

Working Environment

This job is performed in a generally clean and healthy environment.

Generally, the job requires 70% sitting, 15% walking, and 15% standing.

Physical Requirements: 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.

Qualifications

Minimum experience: Two or more years industry-related experience.

Minimum education: Bachelor's degree, Associate's degree, or professional certification in Computer Science, Information Technology, or related field from an accredited college.



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- The following Microsoft SQL certifications are preferred: Microsoft MCSA SQL, Microsoft MCSE Data Management and Analytics, and/or Microsoft Certified Azure Database Associate/Fundamentals.
- Skilled in database management working with a variety of front-end software interfaces.
- In-depth knowledge of Microsoft SQL required. Knowledge of other databases such as Oracle, MySQL and PostgreSQL are a plus.
- Ability to write complex SQL scripts.
- Experience using Microsoft SQL Server Manager, Crystal Reports or other data reporting tools, Microsoft Office, and other software applications as related to job functions.
- In-depth knowledge of Microsoft Windows Server platform and Windows operating systems.
- In-depth knowledge of PC and networking hardware, software, and database components.
- Experience working with Microsoft Active Directory.
- Ability to perform a variety of complex and technical computer work involving use of independent judgment with accuracy and speed.
- Ability to learn new software applications quickly.
- Ability to multi-task and organize and prioritize work.
- Ability to maintain cooperative, positive working relationships with Williamson County School staff, students, various vendors, other government agency personnel and the general public.
- Ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.
- Skill in tactfully and effectively handling requests, suggestions and complaints from employees, staff, and the general public in order to maintain goodwill within WCS.
- Ability to assemble information and make written reports and documents in a concise, clear, and effective manner.
- Responsible for learning district board procedures and policies regarding use of software, internet, email, network security and computer usage.
- Ability to operate a variety of typical office machines such as printers, copiers, scanners.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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