



Database Administrator (Instructional Technology)



Job Overview

The job of Database Administrator (Instructional Technology) 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 the Director of Instructional Technology.

Job 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 Central Office 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.

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



Travel

Minimal travel is required for this position.

Working Environment

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

Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Minimum of 5 years job related experience is required.

Minimum education: Bachelor's degree in related field preferred.

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

- Knowledge of Student Information Systems
- Knowledge of OneRoster Standards for education data
- Experience managing and developing a data warehouse

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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