

**PERSONNEL COMMISSION
JOB DESCRIPTION**

**CAJON VALLEY UNION SCHOOL DISTRICT
189 ROANOKE RD., EL CAJON, CA 92020**

ASSISTANT DATABASE/NETWORK ANALYST

JOB SUMMARY

Responsible for installation, configuration, and maintenance of the Microsoft servers, clients, and terminal services for the District's student management system. Under general direction of the Network Engineer and/or Programmer Analyst, assist with the wide/local area network maintenance and data management activities of the District's technology services.

TYPICAL DUTIES

Maintenance, including updates and back up of District application servers. Installation, configuration and management of Microsoft SQL server and Microsoft Server 2000/2003. Provides SQL queries and reporting for student system. Install, configure, and maintain Microsoft terminal services and clients. Assist with administration of desktop management suite including asset management, remote control applications and OS migration. Assist with planning, designing, and managing local and wide area network and systems. Assist with the administration of e-mail systems; add, remove, delete, update user accounts, upgrade e-mail sites. Assist with coordinating user support and troubleshooting for hardware, software and client related applications. Assist in definition and development of system databases and act as a resource to other staff. Resolve system and software problems. Conduct system level testing and assist end users with acceptance level testing. Maintain a continuing liaison with users to ensure implementation and maintenance of systems. Write, review, and document applications as required. Coordinate the data cleansing, data mapping, and data conversion efforts for integrated relational databases. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include any combination of education, experience, and/or training equivalent to graduation from a recognized college or university with a bachelor's degree in information systems, computer science, or directly related field. Four years of recent, progressively responsible experience in systems development of major applications. Training and/or experience in project management, web technology, development tools and Zangle is highly desirable. Experience with Novell Netware, Apple OSX, and Unix/Linux; Cobol and Microsoft Access programming, and Object Oriented Programming skills are highly desirable. Must provide own transportation to be used in performing job responsibilities.

Knowledge of:

Client/Server, relational database, Web, data warehouse, and portal technologies. Microsoft 2002/2003 server and MS SQL Server and Microsoft Structured Query Language. Microcomputer, Client/Server and Web based data management systems. Client/Server, multi-tiered architecture and technologies. Integration of information transfer, sharing, and communications among differing computer systems. Network and workstation operating systems and uses. Database principles and concepts including file sharing, locks, relational design, security, etc. Principles and concepts of hardware and software installation. Copyright laws, privacy

laws, and District policies related to network/computer access. Correct English usage, spelling, grammar, and punctuation. Oral and written communication skills. Operation and configuration of computers, peripherals, and software applications in a stand-alone and multi-user environment.

Ability to:

Perform a variety of technical and resource services in support of the installation, administration, operation, repair and diagnosis of computer networks. Communicate effectively both orally and in writing to technical and non-technical staff. Provide technical support assistance to users. Meet schedules and timelines. Troubleshoot many situations logically. Research, implement, and troubleshoot highly technical computing devices. Interpret, apply, and explain rules, regulations, policies, and procedures related to this assignment. Operate with initiative, resourcefulness, and follow through. Establish and maintain cooperative and effective working relationships with others. Work effectively, both independently and as a member of a team.

LICENSE

Must possess a valid California driver's license and maintain qualification for automobile insurance coverage.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to hear and speak to exchange information. See to perform assigned duties. Sit or stand for extended periods of time. Dexterity of hands and fingers to operate a keyboard and other office equipment. Kneel, bend at the waist, reach overhead, above shoulders and horizontally to retrieve and store files and supplies. The majority of work is light to medium and may require routinely lifting or moving up to 50 pounds and occasionally lift and/or move up to 70 pounds. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING
CONDITIONS**

Indoor office environment.