

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: DATABASE SPECIALIST

BASIC FUNCTION:

Under the supervision of the Director-Technology Services and general direction of Chief Technology Officer, develop and customize reports and report-based applications to meet District, local, State and federal reporting criteria and to facilitate the analysis of data; design and maintain District web sites; design, develop and deliver traditional and online training programs and documentation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Utilize SQL-based tools to build complex, highly focused queries, stored procedures, views, pivot tables and others, enabling users to sort data and generate reports in both electronic and printed formats.

Design, build, maintain and publish reports required by schools, departments, County, State and federal agencies.

Utilize expertise in database technology and associated infrastructure to resolve user/client data problems; make recommendations, develop processes, access resources and implement other mechanisms that will guarantee data quality and integrity.

Maintain student demographic data in a relational database for enrollment, school boundaries and other related data.

Assist in the definition and development of system databases and serve as a resource to other District staff.

Design and maintain data extraction and upload routines for re-rostering of non-local and third party databases.

Conduct system level testing and assist end users with acceptance level testing.

Maintain a continuing liaison with users to assure implementation and maintenance of systems.

Coordinate the data cleansing, data mapping, and data conversion efforts for integrated relational databases; code scripts to move data between disparate systems.

Utilize technical expertise to design aspects of independently developed web sites to tie into District's web site.

Provide end user support documentation and training; utilize measurement systems to evaluate the effectiveness of training and development programs; drive to various sites to conduct work.

Write, review and document applications as required.

Perform technical writing of information in databases, electronic files, online and hard copies, including manuals, help files and instructions; edit content throughout the development process.

Perform periodic software updates and backups.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Client/Server, relational database, web data warehouse, and portal technologies.

Microsoft Server 2003 and MS SQL Server and Microsoft Structured Query language.

Transact-SQL language, stored procedures, triggers, user-defined functions and views.

Execution hooks, web application development tools, database security including access control, backup and recovery techniques.

Information transfer, sharing and communications among differing computer systems.

Microcomputer Client/Server and web-based data management systems.

Client/Server, multi-tiered architecture and technologies.

California school district's enrollment and scheduling process and reporting criteria.

Adult learning principles, project management and curriculum development.

Copyright laws, privacy laws, and District policies related to network/computer access.

Oral and written communication skills.

Record-keeping techniques.

ABILITY TO:

Develop and customize reports and report-based applications to meet District, local, State and federal reporting criteria and to facilitate the analysis of data.

Design and maintain District web sites.

Design, develop and deliver traditional and online training programs and documentation.

Operate microcomputer equipment, operating systems and a variety of computer applications.

Analyze complex procedures, data constructs and data to develop logical conclusions.

Communicate technical information clearly to users/clients.

Utilize a variety of technical and non-technical resources to achieve directives, goals and objectives.

Communicate effectively in both oral and written form.

Establish and maintain accurate records and files and prepare reports.

Work independently with minimal supervision.

Work various shifts to meet the needs of the assigned duties.

Establish and maintain effective relationships with those contacted in the performance of assigned duties.

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent, a bachelor's degree in computer science, information systems, or related field and three years of experience in systems development and programming of major business and/or educational applications in an interactive, online environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to maintain qualification for insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate computer keyboard.

Seeing to perform assigned activities.

Sitting for extended periods of time.

Bending the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen