

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Director of Information Technology, directs, evaluates, reviews, and manages database resources, services and reports across the District while ensuring high levels of data quality. Ensures the integrity and availability of data and its accompanying software.

STATEMENT OF TYPICAL DUTIES:

- a. Develops, implements, and oversees web based applications, software development, database reporting and analysis systems. E
- b. Works to ensure data quality verification processes are in place and ensures end users can share reports in the Student Information System SIS environment. E
- c. Designs, installs, monitors, maintains, and performance tunes production software and databases. E
- d. Analyzes user requirements for reports, forms, queries, and data extraction. E
- e. Drives the effort to identify and correct inaccurate, inconsistent or incomplete data. Creates reports and/or tools and makes these available so the persons responsible for data entry can then monitor their own data accuracy. E
- f. Develops and maintains web based applications with users' and agency interest in mind utilizing technologies such as NET, JAVA, AJAX, PHP, C#, and SQL. E
- g. Designs, develops and deploys application using good programming practices with solid object-oriented development experiences. E
- h. Works with the Database Administrator in the maintenance of system log-ins and access permissions. Works with Network Administrator to ensure appropriate security procedures are implemented. E
- i. Assists with the installation and configuration of relevant network components to ensure database access, consistency, and integrity. E
- j. Ensures the stability and reliability of data access and data quality across the organization via ongoing database support and maintenance. E
- k. Communicates with Educational Technology Resource Teacher on relevant training issues related to SIS reporting and analysis systems. E
- l. Supports the Database Administrator by ensuring that highly accurate and reliable data is reported to the State. E
- m. Confers with users, as needed, to determine software requirements and desired output; resolves problems and provides support and assistance. E
- n. Provides technical expertise to the IT staff and users, as needed; responds to questions and assists in maintaining system availability. E
- o. Operates a variety of data processing equipment including computer, modem, printer, scanner and other peripheral equipment. E
- p. Maintains current knowledge of technological advancements in the computer field, intermediate to advanced knowledge of Personal Computers and Network operating systems. E
- q. Communicates with a variety of District personnel and other departments to resolve problems, establish priorities and answer questions. E
- r. Operates the IT Helpdesk on an as needed basis by answering incoming phone calls, answering questions, entering cases into helpdesk software, communicate urgent problems to IT Director or available staff and other related tasks. E
- s. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operation and use of computers and related peripheral equipment.
- Programming language: .NET, C#, JAVA, PHP, AJAX, Visual Basic, Java Scripts
- Database Management Systems: ORACLE and/or Microsoft SQL Server.
- Substantial technical knowledge and experience with Client/Server application.
- Web-based software development techniques (XML, Java, HTML, CGI, Perl, etc.)
- Strong technical knowledge and experience in the development, implementation and maintenance of integrated administrative data warehouse-based systems.
- Intermediate principles of Windows operating systems and concepts.
- Advanced functions of Microsoft Office suite including Access.

- System documentation and record keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Information and data utilized in report preparation.
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Use basic and intermediate functions of Windows operating systems.
- Provide technical expertise to users and IT staff.
- Think independently to design and direct solution and procedures.
- Plan and organize day to day workload on short – and long-term projects
- Establish and maintain effective working relationships with others.
- Maintain current knowledge of technological advancements in the computer field.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Read and utilize technical manuals.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Completion of four years of college-level coursework in, computer science and two years experience in programming and databases including report design and implementation.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Data Processing Center environment; subject to occasional noise from computer operation.