

DATABASE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for the management and support of data information systems and software applications generating databases used throughout the school district. These may include, but are not limited to: SQL, Microsoft Access and FilemakerPro databases. This position is responsible for designing and customizing databases and queries to meet various user needs in regards to the collection, analysis, reporting and sharing of data. Responsibilities may also involve the review of software applications to make recommendations based on the needs of the district. This is a technical professional level position with access to all data maintained throughout the school district, including confidential data on students, teachers, administrators and support staff. Work hours are subject to flexibility to ensure that systems are continuously operational and responsive to the school district's schedule. Supervision may be exercised over support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides strategic direction and operational support for data information systems;

Provides technical support to school district users in managing data concerning student population, educational programs, transportation and food services, employee and financial information, etc;

Develops methods to facilitate the transfer of data between the various information systems;

Develops systems for sharing data electronically with teachers and administrative staff;

Works with users to maximize the capability of information systems used to collect, share, report and analyze data;

Consults with users and prepares analysis solutions to determine which will best meet their needs and recommends appropriate software applications;

Develops and documents processes for collection of data in accordance with State and/or district requirements;

Prepares data processing specifications for programming staff;

Customizes various databases and designs advanced queries to meet user needs;

Designs, generates, and customizes reports and data visualizations for the district;

Collaborates in generating reports, in required format, for the Board of Education and the New York State Department of Education;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains contact with school leaders to determine needs and to address problems;

Coordinates school district reporting processes to meet State requirements and/or coordinates with external agencies providing systems support to meet the school district's reporting requirements;

Coordinates work with other technical staff to maintain information systems;

Participates in ensuring the security of data;

Provides training to users on database and database-related applications and capabilities;

Maintains documentation for information management systems;

Performs related technical and administrative functions to insure effective and responsive data support;

Uses computer applications, scripting languages and database software to perform work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of database management systems, including: SQL, Microsoft Access and Excel, and FilemakerPro; thorough knowledge of relational database design; ability to analyze problems in a logical and systematic manner; ability to program, upgrade and customize databases to user defined needs; ability to design advanced queries and data visualizations for the purpose of user defined reporting requirements and to collaborate in the generation of reports from various databases; ability to lead, organize, manage and complete projects related to database management; ability to communicate effectively with instructional, administrative, technical and support staff in order to provide user training; ability to coordinate the work of others; ability to work well with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; creativeness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* including a minimum of 12 credits in Computer Science, Programming, Data Management, Information Technology or a closely related field and two (2) years of recent experience† where the primary function was in data management, one (1) year of which must have included specialized experience in the design of relational databases and queries for computer software.

SUBSTITUTION 1: Bachelor's Degree* in Computer Science, Programming, Data Management, Information Technology or a closely related field may substitute for one (1) year of the general work experience in data management described above. There is no substitution for the one (1) year of specialized experience.

SUBSTITUTION 2: Satisfactory completion of a university based certificate program, i.e., Chubbs, with an emphasis in database management may be substituted for two (2) years of the general work experience in data management described above. There is no substitution for the one (1) year of specialized experience in the design of relational databases and queries for computer software.

†DEFINITION: Recent experience is defined as experience gained in the last five (5) years.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.