

DATABASE SPECIALIST/GRAPHIC DESIGNER  
(BOCES #1 & #2)

GENERAL STATEMENT OF DUTIES: Performs a variety of functions in connection with the district's student records database and the retention of district forms to inclusion on the Internet; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, incumbents of this class create databases, inputting and maintaining the student records for the school district. They design and produce advertising material and maintain and update the information from documents for inclusion on the home page of the web server. Supervision is not a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Designs and produces customized reports for the student database; including Special Education, Occupational Education, Adult Education, Arts in Education, etc.

Inputs all attendance records for specific Education Division;

Plans, develops and implements web site for the school district;

Creates, maintains and updates the school district home page on the web server using word-processing, database and graphics applications, i.e. Microsoft Front Page, HTML and File Transfer Protocol;

Designs and utilizes database to extract information in order to generate required State mandated reports and develops enhancements to program to reflect any changes;

Converts documents from office applications into format for web page inclusion;

Maintains agency electronic letterhead, business cards, and standardized forms;

Conceptualizes, designs and produces special invitations, presentations, brochures, budget book, etc. using a desktop publishing system;

Maintains computer inventory and files, revising and updating, as needed, to insure the accuracy of the data;

Troubleshoots web page code problems; Provides Help Desk support and assists staff in training in these areas;

May develop and/or review user manuals, training materials and related forms.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the capabilities of computerized applications software to create and maintain a database; good knowledge of the graphic features and principals of desktop publishing; knowledge of web page authoring concepts; ability to extract and format desired information from a database; ability to utilize and/or revise database programs; ability to utilize a desktop publishing systems to produce brochures and flyers; ability to inter-relate software packages to produce documents; creativity; initiative; thoroughness; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) two (2) years experience maintaining records in a database, including or supplemented by experience with a desktop publishing system; or (b) completion of one (1) year of post high school education and one year of experience as outlined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Recent completion of two computer courses in the required software applications of desktop publisher, graphics and/or database utilization may be substituted for one year experience as outlined in (a).

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.