

DATABASE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Technology or a high level administrator, an incumbent of this position assists and participates in the support, development and maintenance of the database applications for the school district. Depending upon district, incumbent may also provide support for the website applications. Incumbent provides administrative support of the student information system: will enter, edit and maintain data; assist staff, students and parents to utilize the features of the application programs. Ability to interact with administrators, teachers, parents and students is an important aspect of the position. Supervision is not a requirement of the position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in ensuring all database systems are operational with accurate data;

Ensures that all application databases are on-line;

Enters, edits and maintains data in the information management system;

Sets up and maintains student, parent, teacher and staff accounts in the on-line virtual community program;

Supports district users in accessing and retrieving data on-line; trains staff, students and parents to utilize features of the programs;

Assists in maintaining security of the information posted on-line; issues codes to end users;

Reviews usage log daily to ensure the security of the systems; disables accounts when a breach in security is indicated;

Extracts data to produces reports for the Director, New York State, Superintendent, School Board, etc.;

Provides basic help desk support to end users, troubleshooting client/server database problems;

Orders supplies and maintains hardware and software inventory for department;

May assist Director in preparation and maintenance of the annual budget;

May post and maintain current information on the school web pages;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the practices and methods involved in maintaining databases; knowledge of computer applications such as spreadsheets, word processing, email and database application software; ability to follow procedures consistently; ability to express ideas clearly and accurately both orally and in writing; ability to maintain confidentiality; ability to exercise good judgment and courtesy when dealing with administrators, teachers, students and parents; ability to maintain basic financial records; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good attention to detail; accuracy; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: An Associate's Degree* and four (4) years work experience operating and/or maintaining a database system in a school district, training center or technology environment which must have involved interaction with the public.

SUBSTITUTION: Satisfactory completion of an additional 30 college credits* may be substituted on a year for year basis for up to two (2) years of the required work experience as described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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.