



Job Title: **Manager – Database Administration**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 2

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide leadership in the provisioning of operational database services to the District by performing design, development, management, security, and coordination of changes to databases to achieve the District's mission and strategic aims.

ESSENTIAL JOB FUNCTIONS

- Manages the development, implementation, and improvement of service support procedures for the efficient delivery of assigned technology services.
- Monitors, evaluates, and reports on the technology services delivered by assigned personnel to ensure that the department's performance on problem resolution remains within the parameters set in the department's service level agreements.
- Monitors, evaluates, and reports on the availability and capacity of assigned technology services to ensure high availability of resources.
- Conducts long-range planning on the specifications, designs, and installation of assigned hardware and software.
- Provides project management for planning, implementing, improving, and maintaining assigned technology services for the District.
- Efficiently conducts research, collaborates with colleagues, and analyzes technically and instructionally complex problems in order to effect solutions.
- Analyzes and acts on data collected through the use of tools and strategies designed to measure customer satisfaction and quality of technology services delivered by the department to improve effectiveness and efficiency.
- Works with appropriate District personnel in the deployment of effective Web-based strategies that address the communications, public access, service delivery, and instructional functions of the District.
- Works with appropriate District personnel to implement grant applications that address the District's mission and strategic aims.
- Provides plans for the justification and procurement of hardware and software.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.

- Serves as liaison with the Florida Department of Education for assigned areas of responsibility.
- Represents the Information Technology Department in local, state, or national meetings and conferences.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Keeps supervisor informed of potential problems or unusual events.
- Responds to concerns and inquiries in a timely manner.
- Communicates with vendor technical support to resolve hardware and software problems.
- Disseminates information and current research to appropriate personnel.
- Refers to professional journals and other current research to determine appropriate uses of technology applications and networking in education.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Promotes and supports professional growth for self and others.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Refers to professional standards and practices to design and maintain efficient local area and wide area networks.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Works in a proactive and self-directed manner to plan and carry out technical and curricular objectives and priorities of the Department and District.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Follows the policies and procedures of the Information Technology Department and all School Board policies, rules, and regulations.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction for the assigned areas of responsibility.
- Provides leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- Utilizes appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds, and delivering services and evaluation of services provided.
- Assists in implementing of the District's goals and strategic commitments.
- Exercises proactive leadership in promoting the goals and missions of the program.
- Provides oversight and direction for cooperative planning with other agencies.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems and takes appropriate corrective measures.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Computer Science, Computer Technology, Instructional Technology, Systems Science, Engineering, or related field.
- Minimum of three (3) years successful experience as a SQL Database Analyst or five (5) years of experience as a SQL Server Database Developer in a medium to large data processing complex.
- IT professional certification or equivalent as identified by the Director – Information Technology.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and School Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display comprehensive knowledge of SQL database design, development, testing, maintenance, tuning, monitoring, analysis, and programming.
- Requires the ability to display familiarity with current software development standards and practices.
- Requires the ability to display extensive knowledge of Transact-SQL.
- Requires the ability to create documentation, complex queries, extracts, transforms, loads, and scripts.
- Requires the ability to display experience with other programming languages such as ASP, .Net, HTML, and PHP.
- Requires the ability to display capability of communicating effectively in both verbal and written form.
- Requires the ability to work with application developers and Business (Systems) Analysts for interfacing with Finance, HR, and Student data systems.
- Requires the ability to provide support and troubleshooting assistance.
- Requires the ability to interpret and analyze end-user needs in a logical sequence to ensure the end-user experience is optimized and that the functional needs are met by the IT infrastructure.
- Requires the ability to organize and prioritize activities and function successfully for long periods of time under stressful conditions.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: