

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Database Administrator

DEFINITION:

Under the direction of the Chief Technology Officer, plan, maintain and develop databases, as well as programming applications and respective duties using SQL and .NET. Integrate the Student Information System (Aeries) with external and internal databases and applications.

ESSENTIAL DUTIES:

- Work with project teams to develop and implement project management plans.
- Ensure Extract Transfer and Load procedures and protocols are established and maintained.
- Develop plans and procedures to assure that data remains consistent across all databases.
- Develop procedures for data security, backup and recovery.
- Regularly and routinely audit data for accuracy and logic.
- Plan data flows for a new or revised databases.
- Test new systems.
- Maintain data standards; including adherence to the Children’s Internet Protection Act (CIPA).
- Write database documentation; prepare and document data standards, procedures and definitions for the data dictionary (metadata).
- Control access permissions and privileges; assure adherence to Family Educational Rights to Privacy Act (FERPA).
- Accurately assess users' access requirements and resolve access problems.
- Provide leadership and guidance to Technology department staff.
- Assist with programming and development to write web applications.
- Ensure that data remains consistent across databases.
- Ensure that storage, archiving, backup and recovery procedures are functioning correctly.
- Assure that business rules governing data are clearly defined and routinely monitored.
- Assure that users may access secured data based upon job duties and responsibilities using SAS applications.
- Communicate regularly with technical, applications, and operational staff, to ensure the integrity and security of all data.
- Serve as a resource and active participant for general technology projects.

OTHER REPRESENTATIVE DUTIES:

- Participate in trainings and meetings as directed.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Legal responsibilities and restrictions of Family Educational Rights to Privacy Act (FERPA) and Children’s Internet Protection Act (CIPA) as they apply to access control and privileges for security.
- Conceptual design processes.
- Documentation standards, including procedures and definitions for metadata.
- Database design and management of SQL, .NET and SAS (Statistical Analysis System).
- Programming languages for SQL and .NET.

Ability to:

- Plan and implement a project management plan.
- Serve as a technical resource to District personnel.
- Provide reports to Technology Services Department as needed.
- Utilize resources such as technical reference manuals, hardware specifications and troubleshooting guides to identify solutions.
- Maintain current knowledge of technological advances in the field.
- Meet schedules and time lines.
- Plan and organize work.
- Prioritize and schedule work.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with others.
- Maintain consistent, punctual and regular attendance.

Experience:

At least two years of responsible experience in database administration planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement and security management. Experience in K-12 school district environments is highly desired.

Education:

Bachelor’s degree in computer science, business administration, management information systems or related field required.

License Requirement:

Possession of a valid California Motor Vehicle Operator’s License.

Personal Qualities:

- Independent Worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills

- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Primarily indoor work environment
- Occasional dark/dusty confined spaces.
- Constant interruptions.

Physical Requirements

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to frequently lift or move more than 40 pounds, and occasionally lift or move more than 40 pounds with assistance.
- Dexterity of hand and fingers to operate a computer keyboard.
- Vision: Must possess vision (which may be corrected) to read small print and computer screens.
- Speech and Hearing: Must possess hearing (which may be corrected) to use a telephone and to hear discussions and questions during public and school meetings and productions. The individual is required to speak clearly and distinctly, to make lengthy oral presentations, and to converse by telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, function and limitations of assigned duties.
- Ability to establish effective relationships with a wide range of people.

- Ability to to give direction and to exercise tact, diplomacy, empathy, and firmness in sometimes highly emotional situations.

Hazards:

- Working with equipment that may potentially cause electrical shock.