

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATABASE COORDINATOR

BASIC FUNCTIONS:

Under the direction of the Chief Technology Officer or designee, assist with database designs and updates; assist in coordination of third-party data communications; generate systems and programming specifications; perform program design and coding to meet District needs; serve as a technical resource to District personnel in supporting instructional and business technology; provide technical assistance, technical information, problem solving, and advice regarding the use of software applications; architect and administer standards and policies for District applications; assist in project management to develop and implement project plans for enhancing current technology as well as utilizing new technology.

ESSENTIAL FUNCTIONS:

Assist with all database designs and updates, utilizing Microsoft SQL Server.

Assist in coordination of third-party data communications; assist with oversight of all data transfers, utilizing Microsoft SQL Server Integration Services; ensure third-party communications are completed within established timelines and contractual requirements.

Assist with establishing formats for documentation of system specifications, program specifications, operating instructions and user manuals.

Conduct meetings with user departments as necessary to develop new system specifications and prototypes.

Assist with generating preliminary systems conceptual designs, timelines and cost estimates; generate performance specifications for software systems.

Assist with performing database analysis and design for new systems and system modifications.

Assist in providing training to users of District applications.

Assist users in the development and documentation of user requirements for new systems or change to existing systems; discuss user problems and test possible solutions.

Assist in analyzing user needs and system requirements to design input protocols.

Receive requests from users for service or problem resolutions. Prioritize requests and route to appropriate staff for action. Track the progress of service and problem resolutions and keep users informed of the status of their requests.

Assist in monitoring and maintaining health of District applications systems to ensure optimal performance. Troubleshoot application performance and data integrity issues. Use available tools to monitor and analyze current system status.

Notify appropriate staff of system, programming and/or production problems impacting the reliability or functionality of district applications and services.

Address malfunctions of software applications for the purpose of determining appropriate actions to maintain computer operations.

Generate, receive, and review output, verifying for completeness and accuracy.

Assist in setting up jobs for computer processing according to established control procedures, requirements, and sequence.

Advise other personnel regarding revisions of existing methods, forms, records and reports for information systems for the purpose of maximizing system efficiency.

Assist in researching, evaluating, and recommending new applications and technologies to improve efficiency, resolve technical issues, and meet customer needs.

Assist District users with evaluation of new applications to be used at school sites, district departments, and district-wide.

Assist with managing projects including resource scheduling, holding meetings, task completion, budgeting, communications, and status reports to management.

Assist users in conducting tests of systems and programs; ensure proper system function and make modifications as needed.

Maintain and modify existing systems and programs.

Communicate with users and user sites.

Driving a vehicle to conduct work as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, practices and methods of designing and maintaining transactional and reporting databases.

Principles and practices of providing technical customer service and support to users of software applications.

Principles, methods and procedures of maintaining and administering software applications.

Diagnostic techniques and procedures used in software application troubleshooting and repair.

Technical aspects of providing software application training and support.

Project plan development, management and implementation.

Scheduling requirements for special projects and production runs.

Student Information System software applications.

M/S T-SQL.

M/S SSIS.

Project and program planning techniques and control.

Interpersonal skills using tact, patience and courtesy.

Systems and procedures analysis and development.

Applicable computer language and software product evaluation.

Management information systems.

State codes related to assigned projects.

ABILITY TO:

Translate user requirements into successful and feasible system designs and program specifications.

Write pseudo-code.

Learn and use new program languages and operating systems.

Assist users in determining their needs.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Troubleshoot and solve problems quickly and accurately.
Maintain consistent, punctual and regular attendance.
Effectively read and analyze a variety of materials.
Effectively communicate in order to exchange and understand information.
Effectively operate a computer keyboard.

EDUCATION AND EXPERIENCE:

Required: A minimum of 3 years of professional experience in systems analysis, database design and applications programming.

Preferred: Bachelor's degree in computer science or related field.
Industry-standard certifications.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT.
Office environment.
Driving a vehicle to conduct work.

BOARD APPROVED: August 9, 2022