

SCHOOL DISTRICT DATABASE PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the development and maintenance of databases related to school district services and programs. The work involves the responsibility of installing and maintaining database software, monitoring the operation and performance of database software, identifying and resolving problems and maintaining security. An incumbent is responsible for preparing and analyzing data and providing technical support to users. The work is performed under the general supervision of the School Administrator or Technology Coordinator with leeway allowed for exercising independent judgement in carrying out details of the work. Supervision is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Designs databases which includes developing data models, defining data entities, attributes and logical data groups and subsequently maintains and manages such databases relative to school district programs and services;

Enters data electronically into database and/or spreadsheet computer programs relative to program area or assignment;

Searches and retrieves data from computerized records by use of queries or other means appropriate to the software for periodic (monthly, annual) reporting for internal local purposes as well as State requirements;

Prepares and processes information prior to data entry into computerized records for accuracy of record keeping and monthly reporting;

Participate in the analysis of database needs and in the selection and acquisition of database software related products, new hardware and maintenance services;

Evaluates and implements new and updated versions of database from vendors;

Trains school district administrators and support personnel, one-on-one or in groups, in the use of computerized database applications;

Serves as liaison to other school districts, if necessary for student management services by assisting in setting parameters for the set-up, configuration and maintenance of student services database applications;

Prepares data for conversion and migration to import files to school district databases;

Provides technical support and application help to school district personnel, including instruction on entering data, generating reports, trouble shooting and diagnosing applications problems;

Consults with school district personnel on the on-going development, maintenance and effectiveness of applications;

Provides complex data analysis assistance to district administrators and faculty and makes recommendations to support school district decision-making.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of hardware, software and their working relationships within a computer installation; good knowledge of database structure, design and programming; good knowledge of the principles and practices of computerized records maintenance; working knowledge of the organizational functions, policies and regulations of a school districts; working knowledge of available computer technologies and their application to the instructional environment; ability to problem-solve computer user related problems relative to database technology; ability to enter data into query and issue reports and issue reports from database technology; ability to establish and maintain cooperative relations with others; ability to communicate effectively both orally and in writing; poise, tact, and resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree, which included or was supplemented by twenty four (24) credit hours in Computer Science, Information Technology, Management Information Systems or closely related field and three (3) years of experience in database administration which includes developing and maintaining database programs; **OR**
- B. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree, which included or was supplemented by fifteen (15) credit hours in Computer Science, Information Technology, Management Information Systems or closely related field and five (5) years of experience in database administration which includes developing and maintaining database programs; **OR**
- C. Successful completion of fifteen (15) credit hours in Computer Science, Information Technology, Management Information Systems or closely related field offered by a technical training institute, college or a corporate training program and six (6) years of experience in database administration which includes developing and maintaining database programs; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in database administration which includes developing and maintaining database programs; **OR**
- E. An equivalent combination of training and experience as indicated above.

Special Requirement: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

ULSTER COUNTY
5743 SD DB PR S
Classification: Competitive
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Adopted: May 25, 2004
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