POSITION DESCRIPTION

TITLE: Database Administrator-Programmer
LOCATION: Administrative Service Center
REPORTS TO: Manager, Information Technology
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
The Database Administrator/Programmer is responsible for overseeing the functions of Databases, forms generation and related computing applications in the Evergreen School District. In addition, the Database Administrator/Programmer, in conjunction with the Application Developer/Web Designer and appropriate staff members, will plan and define requirements for the efficient and effective use of the District's data resources; design and implement Database applications and forms generations, as well as promote and facilitate consistent representation and usage of data, data integration and data integrity throughout the organization.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Define Database requirements, evaluate data needs, conduct Database design and implementation, establish and enforce Database standards, and manage data security, access, and standards.
3. Perform upgrades to Database software and direct restoration of operations following system failures.
4. Work with other departments in the development of electronic forms to enhance District functions.
5. Analyze and evaluate requests for enhancements and modifications to existing systems, which includes responsibility for problem reviews and diagnostics, feasibility studies, generating alternative solutions, and making recommendations as to the best solutions.
6. Maintain existing programs and procedures and write complex new programs using current hardware and software techniques and a variety of language and software tools.
7. Coordinate and perform project planning and project management responsibilities which (depending upon service area) may include establishing priorities, specifications, and approaches; organizing, staffing, and scheduling; working with others (including outside vendors) to complete a project; and tracking and following up on progress.
8. Coordinate and perform appropriate documentation planning tasks; review drafts and revisions; ensure reports and communications meet customer and department quality, service, and other requirements.

OTHER RESPONSIBILITIES:
1. Provide back-up support to other positions in the event of absence or work overload.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Mental Demands Required:

Training (66-100%)  Customer Contact (66-100%)  Reasoning (66-100%)
Reading Documents (66-100%)  Verbal Communication (66-100%)  Problem Solving (66-100%)
Detail Work (66-100%)  Written Communication (66-100%)  Confidentiality (66-100%)
Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

Tools and Equipment Necessary:

IBM/PC (clone), Macintosh, typewriter, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

Minimum Qualifications:

1. Five years of experience with database development, computer programming, and systems analysis.
2. SQL server and .Net development experience preferred.
3. BA degree preferred.
4. Demonstrated interface design skills required.
5. Electronic Forms generation application programming preferred.
6. Basic HTML design experience preferred.
8. Project management experience preferred.
9. Demonstrated organizational skills and the ability to follow through.
10. Must possess diagnostic and troubleshooting skills as well as effective and creative problem solving skills.
11. Must be able to travel from location to location to accomplish tasks and be willing to travel out of the city.
12. Must possess a continuing interest in professional growth and development.
13. Demonstrated ability to maintain confidentiality of sensitive information.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ____________________________  Date: __________________

District: ____________________________  Date: __________________

Revised Date: 08/05/2008
Classification: Professional Technicians (PSE)
Class: Class X
Display on Web? Yes
Database Administrator-Programmer