POSITION DESCRIPTION

TITLE: Database Reporting Specialist
LOCATION: Administrative Service Center
REPORTS TO: Manager, Information Technology
DEPARTMENT: Information Technology (IT)

SUMMARY STATEMENT:
Under the supervision of the Manager of Information Technology, the Database Reporting Specialist will coordinate and oversee the input of all District WESPaC and Core Student Record System (CSRS) data from the buildings, import and export District data for State and Federal reporting as well as various District support applications.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Ensure accuracy of all building data and work with building secretaries, Special Education, Federal Programs, CTE, and other departments to ensure accurate transfer of information to State and Federal Agencies.
3. Prepare and maintain Secure Student Identifier (SSID) and Core Student Record System (CSRS) with the Office of Superintendent of Public Instruction (OSPI).
4. Prepare reports for upload to various District third party applications to support District processes.
5. Provide state and federal regulations and report generation training to staff, and provide administrator training regarding reporting requirements as needed.
6. Collaborate with a variety of users for the purpose of establishing reporting standards and generating report catalogs for use by district personnel.
7. Provide report generation related training for staff,
8. Maintain an understanding of OSPI related reporting requirements and processes and relay information to District staff appropriately.
9. Work with technical staff to establish information upload processes and time lines.
10. Assist with the development of processes for compliance with State regulations.
11. Utilize established report writing functions of Fiscal/HR/Payroll, and Student systems for reporting and creating information for use with other computer applications/systems.
12. Maintain records and issues regarding State and Federal reporting through the Legacy fiscal and WESPac student and fiscal systems and other reporting systems as determined.
13. Travel to State provided trainings and from location to location in order to perform tasks.
14. Assist administrators and staff with reporting processes as required.

OTHER RESPONSIBILITIES:
Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Sitting (66-100%)  Walking (66-100%)  Stooping (33-66%)
Writing (33-66%)  Hearing (66-100%)  Speaking (66-100%)
Standing (66-100%)  Bending (33-66%)  Driving (33-66%)

MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%)  Written Communication (33-66%)  Reading (66-100%)
Detailed Work (66-100%)  Analysis (66-100%)  Customer Contact (66-100%)
Constant Interruptions (66-100%)  Math (Up to 33%)  Confidentiality (66-100%)
Multiple Concurrent Tasks (66-100%)  Problem Solving (66-100%)  Training (33-66%)

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), telephone, copy machines, printers, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required).
1. Keyboarding of 50 WPM.
2. Two years of education/experience in data processing environment.
3. Demonstrated ability to produce appropriate training materials.
4. Demonstrated ability to effectively present technical information to non-technical audience.
5. Must possess working knowledge of generally accepted computer database and software functions. Report generation experience required. Familiarity with Open Data Base Connectivity (ODBC) and Crystal Reports preferred.
6. Demonstrated ability to learn and disseminate information provided by State WAC's and RCW's as well as CSRS (Washington State's Core Student Records System).
7. Knowledge of IBM/PC hardware and software preferred.
8. Demonstrated training skills.
10. Working knowledge of network operations preferred.
11. Demonstrated ability to communicate effectively with students, staff, and the general public.
12. Demonstrated ability to work independently with minimum supervision.
13. Must be flexible, cooperative, and be able to maintain confidentiality.
14. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
15. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
16. Demonstrated ability to handle multiple priorities at one time.
17. Demonstrated organizational skills and a commitment to follow through.
18. Demonstrated ability to perform under conditions to constant interruption and perform under deadline pressure.
19. Must be able to travel from location to location to perform tasks.
20. 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