DATABASE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for the management and support of all data information systems and software applications generating databases used throughout the school district. These may include, but are not limited to: Microsoft Access and Excel, Informix, Pentamation, SQL, FilemakerPro, Oracle, and all versions of Windows in a workstation end user environment. This position is responsible for designing and customizing databases and queries to meet various user needs in regards to the collection, analysis, reporting and sharing of automated data. Responsibilities may also involve the review of software applications to make recommendations based on the needs of the district. This is a technical professional level position with access to all automated data maintained throughout the school district, including confidential data on students, teachers and support staff. Work hours are subject to flexibility to insure that the system is continuously operational and responsive to the school's schedule. Supervision may be exercised over support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides strategic direction and operational support for the district-wide data information system in a micro/minicomputer environment;

Provides technical support to school district users in managing automated data concerning student population, educational programs, transportation and food services, employee and financial information, etc;

Develops methods to facilitate the transfer of data between the various information systems used throughout the district;

Develops systems for sharing data electronically with teachers and administrative staff;

Works with users to maximize the capability of information systems used to collect, share, report and analyze data;

Consults with users and prepares analysis on various systems to determine which will best meet their needs and recommends appropriate software applications;

Develops and documents processes for collection of data in accordance with State and/or district requirements;

Prepares data processing specifications for programming staff;

Customizes various databases and designs advanced queries to meet user needs;

Designs and generates customized confidential reports for the district;

Collaborates in generating reports, in required format, for the Board of Education and the New York State Department of Education;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains contact with school administrators to determine needs and to address problems;

Coordinates school district reporting processes to meet State requirements and/or coordinates with external agencies providing systems support to meet the school district's reporting requirements;

Coordinates work with other technical staff to maintain information systems;

Participates in insuring the security of data and access codes;

Provides training to users on database and database-related applications and capabilities;

Maintains documentation for information management systems;

Performs related technical and administrative functions to insure effective and responsive data support;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of database applications for micro/minicomputers including a combination of the following: Microsoft Access and Excel, Informix, Pentamation, SQL FilemakerPro, Oracle and all versions of Windows in a workstation, end user environment; strong ability to analyze problems in a logical and systematic manner; ability to design relational databases; ability to program, upgrade and customize databases to user defined needs; ability to design advanced queries for the purpose of user defined reporting requirements and to collaborate in the generation of reports from various databases; ability to lead, organize, manage and complete projects related to database management; ability to communicate effectively with instructional, administrative, technical and support staff in order to provide user training; ability to coordinate the work of others; ability to work well with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; creativeness; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) satisfactory completion of 60 college credits* including a minimum of 12 credits in Computer Science, Programming, Data Management or a closely related field, and four (4) years of recent experience† where the primary function was in data management, one (1) year of which must have included specialized experience in the design of relational databases and queries for computer software; or (b) a Bachelor's Degree* and two (2) years of recent experience† where the primary function was in data management, one (1) year of which must have included specialized experience in the design of relational databases and queries for computer software.

SUBSTITUTION 1: Satisfactory completion of a Bachelor's Degree* in Computer Science, Information Technology or a closely related field may substitute for the general work experience in database management described above. There is no substitution for the one (1) year of specialized experience.

SUBSTITUTION 2: Satisfactory completion of a university based certificate program, i.e. Columbia, Skidmore, NYU, Chubbs, with an emphasis in database management may be substituted for two (2) years of the recent general experience in data management. There is no substitution for the one (1) year of specialized experience in the design of relational databases and queries for computer software.

†DEFINITION: Recent experience is defined as experience gained in the last five (5) years.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.