

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DATABASE COORDINATOR

SALARY SCHEDULE: SSP-12

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:

- (1) Associate's Degree or Technical Institute degree/certificate or higher in Computer Science, Engineering, Mathematics or related field or equivalent experience.
- (2) Minimum of two (2) years experience in programming, development and maintenance of a database system and related software.
- (3) Demonstrated ability and experience in using SQL, VB, C#, .NET, JAVA scripts, XML, and Visual Studio.
- (4) Demonstrated ability and experience in writing SQL queries.
- (5) Demonstrated proficiency in the production of reports using report authoring software.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer capabilities and limitations. Knowledge of database organization and maintenance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public. Ability to organize and prioritize activities. Ability to work alone and with others. Possess interpersonal skills and abilities. Ability to communicate effectively both orally and in writing. Ability to understand and implement both oral and written instructions. Ability to write SQL queries/reports according to specifications or to determine what is wrong with provided SQL queries/reports.

REPORTS TO:

Computer System Analyst

JOB GOAL

To provide technical work in writing and maintaining accurate SQL queries and reports from specifications and providing requested datasets for the customer.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Develop new queries/reports from specifications.
- *(2) Maintain complex queries/reports from written and oral specifications.
- *(3) Identify and correct problems in queries/reports based on broad guidance.
- *(4) Maintain documentation as required.
- *(5) Create test data and evaluate complete test results identifying areas of improvement and concern.
- *(6) Provide guidance and support for all phases of projects during program development and testing.
- *(7) Convert queries/reports and data from legacy applications and databases to new applications and databases.
- *(8) Ability to work with a wide variety to applications as required.
- *(9) Provide for all types of file organization, processing, storage and maintenance.
- *(10) Assist other employees as needed.

Database Coordinator (Continued)

- *(11) Maintain confidentiality regarding all school matters.
- *(12) Prepare all required reports and maintain all appropriate records.
- *(13) Exhibit support for the District's vision, mission, goals and priorities.
- *(14) Demonstrate initiative in the performance of assigned responsibilities.
- *(15) Provide for a safe and secure workplace.
- *(16) Model and maintain high ethical standards.
- *(17) Follow attendance, punctuality and proper dress rules.
- *(18) Participate in workshops and training sessions as required.
- *(19) Communicate effectively with staff and vendors.
- *(20) Keep supervisor informed of potential problems or unusual events.
- *(21) Respond to inquiries and concerns in a timely manner.
- *(22) Follow all School Board policies, rules and regulations.
- *(23) Exhibit interpersonal skills to work as an effective team member.
- *(24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 07

*Essential Performance Responsibilities