

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### DATABASE SYSTEMS ADMINISTRATOR

**SALARY SCHEDULE: ADMINISTRATIVE – H**

**COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)**

**QUALIFICATIONS:**

- (1) Associate's Degree in Information Systems or Information Technology  
OR
- (2) Minimum of three years experience in the design, manipulation and operation of complex databases (SQL Server or Access)

**KNOWLEDGE, SKILLS AND ABILITIES:**

- (1) Ability and experience with the set up, implementation, and management of the career/technical and adult student databases in use at SCTI, or comparable post-secondary student database experience with modules for prospective students, applicants for admission, Financial Aid management, admissions processing, acceptance and registration processes, student billing and fee collection, and graduate and alumni tracking.
- (2) Knowledge of and experience with backend queries, data reviews, scrutiny, quality analysis, anomaly detection, database system maintenance, and database report generating functions.
- (3) Knowledge of and experience with downloading, uploading, importing, exporting, and applying files between specific applications, platforms, and the web.

**REPORTS TO:**

Director, SCTI or Designee

#### JOB GOAL

The Database Systems Administrator for the Sarasota County Technical Institute is to be responsible for the overall operation of the SCTI student databases and their adaptation to changing requirements of reporting and operation, and the provision of training and support to key users and front line staff.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Serve as the major advisor to SCTI in matters relating to the successful implementation and continued use of all databases on campus, including but not restricted to students, financial aid, and the school district as they relate to communication with other campus databases such as testing, guidance, placement, and follow-up.
- \* (2) Serve as a liaison with the vendors and developers of all databases.
- \* (3) Maintain tables, test databases for proper function, and update formulas and parameters.
- \* (4) Analyze databases for problems, and troubleshoot for errors.
- \* (5) Create and manage the automated activities of databases.
- \* (6) Use database report writing capabilities to provide reports as requested by administration, including but not restricted to IPEDS, IRS 1098T, FSLs, FISAP, COE, program, attendance, and fee reports, etc., and submit as necessary to off campus agencies.
- \* (7) Train staff on the use of all databases, and provide backup and support as necessary.

**DATABASE SYSTEMS ADMINISTRATOR (Continued)**

- \* (8) Train key functional users on the operation of their specific database, and training them to be trainers within their functional areas.
- \* (9) Train front line users in specific functional tasks of the appropriate database.
- \*(10) Model and maintain high ethical standards.
- \*(11) Follow attendance, punctuality and proper dress rules.
- \*(12) Maintain confidentiality regarding school matters.
- \*(13) Maintain positive relationships with staff and students.
- \*(14) Participate in workshops and training sessions as required.
- \*(15) Communicate effectively with staff and vendors.
- \*(16) Keep supervisor informed of potential problems or unusual events.
- \*(17) Respond to inquiries or concerns in a timely manner.
- \*(18) Prepare all required reports and maintain all appropriate records.
- \*(19) Follow all School Board policies, rules and regulations.
- \*(20) Exhibit interpersonal skills to work as an effective team member.
- \*(21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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. 12**

\*Essential Performance Responsibilities