

SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION

DATABASE ENGINEER COORDINATOR

SALARY SCHEDULE: SSP-13

COST CENTER: RESEARCH, ASSESSMENT AND EVALUATION (9015)

QUALIFICATIONS:

- (1) Associate's Degree or 60 credit hours toward a Bachelor's degree from an accredited educational institution in computer programming, statistics, information systems, computer science or related field. Bachelor's Degree preferred.
- (2) Minimum of three (3) years successful work experience in an organization in the area(s) of data management and constructing a data warehouse.
- (3) Work experience in Microsoft Power BI, Dashboard Development, Data Modeling, and Report Creation. Experience working with Microsoft Power BI, SQL and Microsoft Products preferred.
- (4) SSPS, R, and/or SSAs statistical programming experience a plus.

KNOWLEDGE, SKILLS AND ABILITIES:

In-depth dashboard development knowledge with demonstrated experience in creating high visibility dashboards and data validation. In-depth SQL Query development knowledge with demonstrated experience in writing SQL scripts for testing and reporting. Knowledge of information management systems and frameworks for linking complex data systems. Ability to collect, analyze and synthesize data for use in predictive modeling and decision making. Demonstrated ability to interpret and summarize data, present data in a variety of formats appropriate for the specific audience and prepare written and oral reports. Skill in project management and portfolio management (multiple simultaneous projects). Ability to work and communicate effectively as liaisons among internal operational departments, business process owners, and end users (schools and department personnel) as well as state representatives and external providers.

REPORTS TO:

Director of Research, Assessment and Evaluation

JOB GOAL

To serve as the lead developer/programmer and analyst on the development of a data warehouse and district dashboard. In this role, the individual will provide data analysis for school district data and data integration activities to ensure that data is received, complete, accurate and available for product delivery. This position will control end-to-end data flows and improve data transactions. This position will act as a liaison between cross functional teams and participate in resolving Business Intelligence service requests. This position will also conduct data profiling and data modeling to understand data relationships, and quality of the data.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Serve as the lead developer/programmer in the district dashboard initiative.
- *(2) Work with district administrators to evaluate requirements and advise on appropriate informative views and dashboards.
- *(3) Serve as department liaison among the internal operational departments, business process owners, co-developers and end users in the development and roll-out of dashboards

Database Engineer Coordinator (continued)

- * (4) Based on the informational needs of the district, determine and design the best and most feasible models and establish the development plan, including scope of work, time lines and project resource requirements.
- * (5) Establish the data collection methodology by identifying the applicable data elements, sources of available data, and if not readily available, the most efficient method for collecting the data.
- * (6) Respond to inquiries or concerns in a timely manner.
- * (7) Keep the immediate supervisor/director informed, through appropriate channels, of potential problems or unusual events.
- * (8) Keep well informed about current trends and best practices and maintain expertise in assigned areas in order to fulfill project goals and objectives.
- * (9) Promote and support professional growth for self and others.
- * (10) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (11) Maintain a network of peer contacts through professional organizations.
- * (12) Represent, consistently, the District in a positive and professional manner.
- * (13) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (14) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (15) 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 frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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

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 5

*Essential Performance Responsibilities