



## Database Administrator I

### **JOB DESCRIPTION**

The Database Administrator I is responsible for the maintenance, operation and enhancement of the district library and student computer systems. This position provides end user support and serves as the central contact for the districts software and hardware status. Also performs scheduled backup and archive of district library and student system.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's degree in computer science or a related field or equivalent experience

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience in the maintenance and support of multi-user computer systems utilizing the UNIX operating system preferred
- Experience in report writing using SQL, IQ, or other database report write

### **DUTIES AND RESPONSIBILITIES**

1. Is aware of the district's curriculum and instructional implementation strategies and the specified ways in which the library and student computer system support instruction
2. Promotes collegiality, teamwork and participatory decision making among all district staff members
3. Promotes sound communication techniques with support staff and in their contacts with others, both within and outside the school district
4. Demonstrates the ability to work with others in a positive, productive way
5. Is aware of and supportive of guidelines pertaining to assigned responsibilities in Board Policy, Administrative Regulations and the Administrator's Manual
6. Is prompt and thorough in completing assignments and attending to details accurately and efficiently
7. Implements procedures for the effective utilization of assigned personnel
8. Represents the school district favorably
9. Focuses the operation of the district library and student system toward the accomplishment of the district's goals and objectives
10. Confers regularly with district staff utilizing the computer system
11. Trains and supports computer system users
12. Plans, organizes and implements all activity related to the maintenance and repair of the district computer systems
13. Regularly evaluates the district's use of computers for library and student services computer system and recommends alterations and expansion as necessary
14. Maintains accurate and adequate records of both computer hardware and software used for the library and student computer system
15. Provides for the district, through the maintenance of accurate records, data for improved strategic planning
16. Provides training to district staff in the use of the library and student services computer system and its' associated equipment
17. Provides consultant services to district staff in the specification and procurement of computer hardware and software
18. Provides consultant services to district staff in the development of strategic plans for the extension of the library and student services computer system in the district
19. Coordinates activities with the Department of Technical Services
20. Understands the inter-relationship between the district's student management computer system and the library and student computer system in regard to PEIMS reporting to the Texas Education Agency

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21. Keeps informed in regard to the development of new materials, equipment, methodologies, and procedures utilized to improve the efficiency and effectiveness of the district library and student computer system
22. Attends informational meetings and training sessions to keep abreast of new developments in the area of computer support for business administration
23. Seeks, accepts, and responds to feedback from subordinates, peers, and supervisors
24. Conducts oneself in a professional and ethical manner
25. Takes the initiative to develop needed professional skills
26. Seeks out and participates in professional development programs
27. Articulates the district's goals to the community and solicits support in achieving those goals
28. Projects a positive image to the community
29. Performs other duties as assigned

**MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: PO5**

**NUMBER OF DAYS: 226**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised*  
*12/2/0*