



POSITION DESCRIPTION

JOB TITLE: Data Base Specialist Job Class: 2606		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) The Database Specialist (Oracle) plans, installs, configures and optimizes enterprise database software (primarily using Oracle, with some Microsoft SQL Server) on multiple platforms (UNIX, Windows); performs database backup, recovery and performance tuning; and provides general system administration. Working in a team environment, the Database Specialist assists application developers and consultants with manipulating data, generating reports, customizing stored procedures and resolving database related issues.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Perform tuning and troubleshooting tasks related to database performance and individual transaction (SQL) performance; measure current performance, make appropriate changes and assess the results.
2. Manage database configurations, availability and integrity, including setting up the physical and logical components of the database and sizing storage, memory and database objects. Establish a database security policy that ensures no unauthorized access to district data.
3. Develop and maintain database backup and recovery programs that support the district database availability requirements, which include recovery times starting at 5 minutes.
4. Assist database users with application systems upgrades, including planning, testing and implementing vendor and MPS database changes and enforcing the Change Management Process for application systems.
5. Maintain multiple versions of database software and supporting products, including upgrading database software to the district standard version based on availability of software upgrades and compatibility with vendor purchased application systems.
6. Provide backup for colleagues, requiring the learning of database structures outside of primary responsibility area.
7. Stay abreast of changing technology, research and test application and support software, and recommend infrastructure changes to improve district database operating efficiency.

8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelors Degree in Computer Science, Management Information Systems (MIS), Business Administration or related field from an accredited college or university.

Experience Requirements

Three years experience administering and supporting Oracle database applications in UNIX and Windows environments. Experience working in Oracle Enterprise Manager (Grid Control) and with Microsoft SQL server desired.

Knowledge, Skills, and Abilities

Knowledge of application programming concepts and languages as well as database design and structures. Skilled in troubleshooting database applications and resolving problems, tuning and optimizing databases and Entity Relationship Diagramming. Knowledge of end user software programs such as word processing and spreadsheet applications. Skilled in communicating technical concepts clearly both orally and in writing. Ability to work both independently and as a member of a team. Establish and maintain effective working relationships with people at all staff levels. Ability to effectively manage multiple priorities, work within tight time constraints and stay organized. Knowledge of project management concepts.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.