

DATABASE MANAGER
(Albany School District)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the implementation, maintenance, application, and analysis of data models and designs as they relate to school planning, utilization, and reporting. This position reports to the Director of Information and Instructional Technology. Supervision over others is not a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Implements data models and database designs for data access and table maintenance;
- Evaluates and defines information needs;
- Identifies database design, performance and capacity problems, and assists in identifying solutions;
- Maintains data and extracts information using Access, Crystal Reports and Oracle to create ad hoc reports and queries;
- Coordinates and schedules report production;
- Provides instruction for using reports and downloads;
- Assists with system troubleshooting to support the task;
- Assists with user support and general network duties;
- Provides assistance in the training and support of student management database (WinSchool/Open District);
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of database conversion rules and applications;
- Good knowledge of Oracle, Access, Crystal Reports, Windows NT and Office 2000;
- Good knowledge of workstation and server side support;
- Good knowledge of personal computers and office equipment;
- Strong analytical and problem solving skills;
- Excellent interpersonal skills;
- Ability to work with end-users to assist in evaluating and defining their requests and give instruction on the use of reports;
- Ability to work independently and also as part of a team;
- Ability to follow oral and written instructions;
- Ability to work effectively in a fast-paced environment;;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Computer Information Systems and three (3) years of paid fulltime experience in student management database, student assessment storage, analyzing and reporting or related work; **OR**
- b) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regions to grant degrees with an Associate's Degree in Computer Information Systems and five (5) years of paid fulltime experience in student management database, student assessment storage, analyzing and reporting or related work.; **OR**
- c) Microsoft Certified Systems Engineer Certification and two (2) years of paid fulltime experience in student management database, student assessment storage, analyzing and reporting or related work; **OR**
- d) Any equivalent combination of training and experience defined by the limits of (a), (b) or (c) above.