Technology and Information System Services Database Administrator II

Position Details

Class Code: 1562
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, designs, creates, and maintains highly-available enterprise relational databases and systems that serve the needs of school and department customers.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Designs and modifies relational database structures.
2. Documents database structures, stored procedures, servers, and services.
3. Grants and maintains access to database structures and systems based on needs assessment, function and role.
4. Audits and manages security across databases and related system platforms.
5. Provides and maintains highly-available database systems for mission critical environments and applications.
6. Support all functions of database gateway technologies for appropriate applications and specific data transport requirements.

7. Maintains Structured Query Language (SQL) modules for data load processes, data manipulation, and reporting to include database design conflict evaluations and relational database structure modifications.
8. Crafts and conforms to contingency plans for disaster recovery and business continuity.
9. Assists in designing/implementing test and research environments to ensure success of database-related projects.
10. Assist application, business intelligence, and data visualization developers/users in determining and locating appropriate data sources for the ultimate benefit of all users.
11. Modifies and standardizes relational database structures and procedural SQL modules to eliminate data redundancy and improve database performance/usability.
12. Administers and performs normalization to reduce/eliminate data redundancy and improve relational database performance.
13. Documents and publishes departmental and enterprise database system standards, data models, rules, procedures/policies, and other information.
14. Assists in training staff and answering inquiries regarding team operations, policies, procedures, and processes.
15. Evaluates, configures, and utilizes database system monitoring software to report performance based upon established metrics; recommends and implements corrective action if system performance is deficient.
16. Researches and presents new database-related solutions to appropriate team members and staff, as needed.
17. Crafts data delivery and analysis solutions using Clark County School District (CCSD) standard software tools.
18. Conforms to safety standards, as prescribed.
19. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves technical administration aspects of the CCSD's highly-available enterprise relational database landscape including, but not limited to: requirements gathering and analysis, installation, monitoring, maintenance, independent technical research, software troubleshooting, debug/testing, configuration/change control management, and technical documentation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of and ability to design, author, and interpret modules/programs using SQL in order to manipulate complex database structures, objects, and data.
2. Knowledge of and ability to generate database structures/datasets and perform analysis/reporting using database software provided by Microsoft, Oracle, and other vendors.
3. Knowledge of common project planning practices and generally accepted Information Technology (IT) industry techniques.
4. Ability to maintain a high level of concentration; analyze contributing technical/business process factors and troubleshoot/solve problems using logical sequences and methods.
5. Ability to design effective relational database schemas.
6. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials, and to conduct in-service trainings.
7. Contributes to the unit's efficiency and effectiveness in serving the CCSD by actively directing, participating, and providing input in team efforts.
8. Maintain knowledge of current/emerging technologies and their applications.
9. Ability to coordinate multiple projects and meet predetermined deadlines.
10. Ability to work flexible hours/shifts.
11. Ability to be on-call for after-hours support.
12. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and other agencies.
13. Ability to recognize and report hazards and apply safe work methods.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.) plus, six (6) years of recent, progressively-detailed experience supporting relational database servers and SQL environments/applications or database programming and related technologies; or,

Associate's degree with a major area of study in Information Technology (IT)-related areas, such as Management Information Systems (MIS), Computer Science,

Electrical Engineering, etc., plus, four (4) years of experience as described above; or Bachelor's degree with a major area of study in Information Technology (IT)-related areas, such as Management Information Systems (MIS), Computer Science, Electrical Engineering, etc., plus, two (2) years of experience as described above.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

1. Currently serving as a Database Administrator I in the Technology and Information Systems Services (TISS) division for the last two (2) years with satisfactory performance reviews.
2. Industry certification in relational database administration technologies.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college, university, or trade school, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Safe driving record.
6. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Central Information Services Department - travel to and from schools and other District office settings.

Work Environment

Strength

Sedentary/medium – exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, modems, telephones, fax machines, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/09/24
- Created: 05/21/14