

Database Services Specialist

Position Details

Class Code: 1526

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, designs, creates, and maintains multiple enterprise relational databases using appropriate tools/methodologies.

Essential Duties and Responsibilities

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

1. Maintains database objects, loads, interfaces, and related programs; ensures that applications/systems and databases interact properly.
2. Evaluates, modifies, and implements relational database structures; resolves relational database design conflicts.
3. Coordinates with department staff to design procedural Structured Query Language (SQL) modules; manipulates data, generates reports/documents, and interfaces with other systems.
4. Documents database system usage procedures, including data redundancy elimination and performance improvement standards.
5. Manages and configures database system monitoring software to alert, report, and take corrective action based on established metrics.
6. Assists in designing and constructing test/research environments for database-related projects.
7. Documents database structures, stored procedures, servers, and services.

8. Assists users in locating appropriate data source(s) for their needs through established standards and toolsets.
 9. Provides user administration and support for the Clark County School District's (CCSD) enterprise reporting software.
 10. Contributes to formal project planning documents.
 11. Answers inquiries regarding team operations, policies, etc.
 12. Crafts data delivery/analysis solutions using CCSD standard software tools.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves designing, utilizing, and maintaining relational database systems.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to understand and design effective database structures.
 2. Ability to generate datasets, data-based analyses, and analytical/textual reports using server-based software provided by Systems, Applications, and Products in Data Processing (SAP), Oracle, Microsoft, or other vendors.
 3. Ability to communicate effectively, verbally and in writing.
 4. Ability to meet predetermined deadlines.
 5. Ability to work independently.
 6. Ability to work flexible hours/shifts and be on-call for after-hours support.
 7. Ability to work cooperatively with employees, vendors, and the public.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. Knowledge of common project planning practices and techniques.
 10. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).

2. Two (2) years of coursework from an accredited college or university, with a majority of courses in Computer Science (CS), Information Technology (IT), data design, or database programming, and two (2) years' experience in enterprise relational database design/programming or analysis, with at least one (1) year in database management; or,
Four (4) years' experience in enterprise relational database design/programming, database management, or database application support, including complex data analysis, report creation, and user support/administration.

NOTE: Programming language(s), operating system(s), and software application(s) required depend on current position vacancy, advertisement, or assignment.

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

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, 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.
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Examples of Assigned Work Areas

CCSD Central Information Systems Department, and travel to/from schools and CCSD offices.

Work Environment

Strength

Sedentary/medium – exert force up to 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Constant electrical shock hazards, furniture, playground/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, copiers, fax machines, printers, calculators/adding machines, telephones, 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: 03/27/24
- Created: 06/11/13