

# TECHNOLOGY AND INFORMATION SYSTEM SERVICES DATABASE ADMINISTRATOR I

## Position Details

Class Code: 1561

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: Pay Grade 60 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, assist senior Technology and Information Systems Services (TISS) database administrators with the design, creation and maintenance of highly-available enterprise relational databases and systems that serve the needs of school and department customers.

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## Essential Duties and Responsibilities

This 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. Manages security across database and related system platforms.

5. Maintains and provides highly-available database systems for mission critical environments and applications.
  6. Monitors and supports the operation of database gateways technologies as implemented in database applications.
  7. Maintain Structured Query Language (SQL) modules for data load processes, data manipulation, and reporting to include evaluating database design conflicts and modifying relational database structures.
  8. Implements test and research environments to ensure success for database related projects.
  9. Assists application, business intelligence, and data visualization developers and users in determining and locating appropriate data sources for the ultimate benefit of all users.
  10. Modifies and standardizes relational database structures and procedural SQL modules as needs dictate to ensure elimination of data redundancy and improved database performance and usability.
  11. Administers and performs normalization to reduce or eliminate data redundancy and to improve relational database performance.
  12. Documents departmental and enterprise database system standards, data models, and other information.
  13. Utilizes database system monitoring software to alert and report performance based upon established metrics and recommend and perform corrective action if system performance is deficient.
  14. Crafts data delivery and data analysis solutions using Clark County School District standard software tools.
  15. Receives guidance from Technology and Information Systems Services (TISS) Database Administrator II's and III's on technical, professional, and policy matters, as needed.
  16. Conforms to safety standards, as prescribed.
  17. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

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

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of and ability to design, author, and interpret modules and programs using SQL in order to manipulate complex database structures, objects, and data.
  2. Knowledge of an ability to generate database structures, data sets, and perform analysis and reporting using database software provide by Microsoft, Oracle, and other vendors.
  3. Ability to maintain a high-level of concentration, analyze contributing technical and business process factors, and troubleshoot and solve problems using logical sequences and methods.
  4. Ability to write clear, accurate and concise reports, documentation, user instructions, correspondence, and other written materials, and to conduct in-services.
  5. Ability to participate as an active member of a work team by contributing to the efficiency and effectiveness of the unit's service to support the District needs.
  6. Ability to maintain knowledge on current and emerging information technology and its applications.
  7. Ability to manage one's time across multiple projects and respond to changing priorities in order to meet established deadlines.
  8. Ability to work flexible hours or shifts.
  9. Ability to be on call for after-hours support.
  10. Ability to develop and maintain an effective working relationship with District staff, vendors, and other agencies.
  11. Ability to recognize and report hazards and apply safe work methods.
  12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

High school graduation or other equivalent, (i.e., General Education Development (GED), foreign equivalency, etc.) plus, four (4) years of recent progressively detailed experience supporting relational database servers and SQL environments and 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, two (2) years of recent progressively detailed experience supporting relational database servers and SQL environments and applications or database programming and related technologies.

## **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. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

## **Preferred Qualifications**

1. Currently serving as a Database Services Specialist in the Division for the last two (2) years with satisfactory performance reviews.
  2. Industry certification in the areas of relational database administration technologies.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).
  2. College transcript(s) if applicable.
  3. 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 date printed) issued by the Department of Motor Vehicles.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District Central Information Services Department - travel to and from schools and other District office settings.

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# Work Environment

## Strength

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

## Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, 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, a Video Display Terminal (VDT) screens or other monitoring devices.

## Environmental Conditions

Climate-controlled office setting to work out doors 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).

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## Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, modems, telephones, fax machines, etc.

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## AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## Job Revision Information

- Revised: 05/19/21
- Created: 05/21/14