

TECHNOLOGY AND INFORMATION SYSTEM SERVICES DATABASE ADMINISTRATOR III

Position Details

Class Code: 1563

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: Pay Grade 63 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, provides experienced, senior-level technical leadership to the database administration team. In addition to performing general database related maintenance and administrative functions on Clark County School District enterprise relational database systems, coordinates team work assignments, provides technical mentoring, and develops new technical procedures to serve the needs of school and department customers.

Essential Duties and Responsibilities

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

1. Confers with customers, project managers, and programmers to define database design requirements.
2. Models complex data flows and systems.
3. Plans, develops, and implements database systems.

4. Defines and implements application data interfaces.
 5. Creates and maintains queries, views, and procedures to generate lists, labels, rosters, and special reports.
 6. Ensures data integrity and accuracy by creating, maintaining, and initiating regular data error queries, creating and managing data de-duplication processes, and creating and maintaining procedures and data entry guidelines.
 7. Designs and implements recovery procedures for enterprise and departmental data stores.
 8. Designs, codes, and deploys databases, schemas, database objects, and data exchange mechanisms.
 9. Performs normalization to reduce or eliminate data redundancy and to improve relational database performance.
 10. Deploys and maintains data security technologies that provide database encryption, firewall, privileged role isolation, data masking, data access auditing, etc.
 11. Installs and configures highly-available database architectures with disaster recovery and business continuity capabilities.
 12. Establishes and documents connections and relationships between various data stores and data services.
 13. Coordinates technical tasks among team members, ensuring the overall technical objectives are achieved.
 14. Documents and publishes data service system standards, rules, procedures, policies, and other information.
 15. Participates in the development of formal project planning documents.
 16. Trains and supervises assigned staff.
 17. Provides input for the evaluation of assigned staff.
 18. Provides guidance to Technology and Information Systems Services (TISS) Database Administrator I & II on technical, professional, and team process matters as needed.
 19. Conforms to safety standards, as prescribed.
 20. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves technical architecture and lead responsibility aspects of the District's highly-available enterprise relational database landscape including, but not limited to: requirements gathering and analysis, designing, creating, installing, maintaining, evaluating, troubleshooting, debug and testing, configuration and change control management, and technical documentation and data publishing services.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of and ability to use popular vendor implementations of both declarative and procedural Structured Query Language (SQL).
2. Knowledge of and ability to install, maintain, and support Oracle and SQL server database engines.
3. Knowledge of and ability to support highly-available database engines hosted in the Windows, Linux, and Solaris operating systems.
4. Knowledge of project management principles and practices.
5. Ability to analyze data quality, resolve inconsistencies in data, and assist others in doing the same.
6. Ability to design, tune, and document databases, database objects, and schemas.
7. 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.
8. Ability to design and maintain workflows and processes that turn data into information and information into knowledge.
9. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials, and to conduct in-services.
10. Ability to exercise independent judgment within established procedural guidelines.
11. Ability to supervise, train, and evaluate assigned staff.
12. Ability to contribute to the efficiency and effectiveness of the unit's service to District, needs by offering suggestions and participating as an active member of a work team.
13. Ability to maintain knowledge of current and emerging information technology and its applications.
14. Ability to coordinate multiple projects and meet predetermined deadlines.
15. Ability to translate staff needs into clear problem definitions and solutions.
16. Ability to apply established data quality and data publishing standards.
17. Ability to apply established Information Technology (IT) industry best practices in a variety of workplace circumstances.
18. Ability to work flexible hours or shifts.
19. Ability to be on call for after-hours support.

20. Ability to develop and maintain an effective working relationship with District staff, vendors, and other agencies.
 21. Ability to recognize and report hazards and apply safe work methods.
 22. 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 eight (8) years of recent progressively detailed experience supporting highly-available, enterprise relational database and SQL environments and applications and related technologies as detailed in the job description; 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 six (6) years of recent progressively detailed experience supporting highly-available, enterprise relational database and SQL environments and applications and related technologies as detailed in the job description; 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 four (4) years of recent progressively detailed experience supporting highly-available, enterprise relational database and SQL environments and applications and related technologies as detailed in the job description.

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 (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 Technology and Information System Services (TISS) Database Administrator II for the last three (3) 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 graduation 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 (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.

Work Environment

Strength

Sedentary to medium – exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; 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) screen, 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).

Examples of Equipment/Supplies Used to Perform Tasks

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

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: 04/08/20
- Created: 05/21/14