

TECHNOLOGY AND INFORMATION SYSTEM SERVICES DATABASE ADMINISTRATION MANAGER

Position Details

Class Code: 1565

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: Pay Grade 64 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for the successful daily service delivery of enterprise database systems and processes, backup and recovery, project management, and technical leadership to ensure the database needs of school and department customers are fulfilled.

Essential Duties and Responsibilities

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

1. Confers and coordinates with application, system, educational, and business owners, and allied professional staff to review needs, formulate requirements, prepare feasibility studies, evaluations, and project plans; and implements and ensures predictable and reliable service delivery of enterprise database systems and process.

2. Plans, schedules, supervises, reviews work, and coaches and leads assigned staff.
3. Ensures accountability and evaluation of assigned staff in customer service, database systems availability, sustainability and recovery, archive, security, process and procedures, technical assistance, and change and quality control.
4. Provides input into goals, objectives, and budget development for the department.
5. Acts to preserve the department's position in the Clark County School District as the centralized, enterprise provider and custodian of database systems containing source of truth for strategic data elements.
6. Coordinates with the Business Intelligence Team to monitor and document data flows and relationships as they exist in and between the various data stores as relied upon by District applications and entities.
7. Coordinates with the Business Intelligence Team to document and maintain data models, business definitions of data, naming conventions, and metadata repositories and database metrics so that they are suitable to contribute to districtwide data governance.
8. Participates and contributes technical and organizational expertise to the District's data governance process.
9. Ensures that the Database Team recommends, designs, implements, and sustains specifications for strategic data stores that provide high availability, business continuity, and disaster recovery capabilities.
10. Ensures that the Database Team recommends, designs, implements, and sustains multi-faceted database security frameworks to protect instances of sensitive data that include technologies such as, encryption (at rest and in transit), database firewalls, patch management, privileged role isolation, proactive auditing, data masking, etc.
11. Ensures regular audits of access to sensitive data using vendor provided, third party, and internally developed tools.
12. Monitors the quality of data sources and determines to what extent they are accurate, timely, relevant, complete, understood, and trusted.
13. Establishes priorities and work schedules; meets with staff, user department, and leadership to give periodic update of projects and schedules.
14. Schedules and facilitates preventative maintenance activities for enterprise database systems; reviews problems encountered by operations staff and customers; analyzes efficiency of current systems and procedures, and schedules modifications and enhancements.

15. Utilizes the District's project planning and management tool to develop project plans for approval, update, and report status of approved projects, and review work in progress to assure conformance to plans and standards.
 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 leadership and coaching, service delivery, customer service, project management, development, ensuring availability of enterprise database systems, and day-to-day supervision of the activities of team members.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of principles and practices of developing teams, motivating employees, and managing in a team environment, including employee supervision, work planning, organization, performance review and evaluation, professional development, coaching, and progressive discipline.
2. Knowledge of and ability to apply project management principles and practices.
3. Knowledge of and ability to apply principles, practices, and methods of systems analysis, application development, and database design, maintenance, availability, and adaptability for changing educational and business needs.
4. Knowledge of systems, software, application programming languages, and database platforms within the District's environment.
5. Knowledge of principles, practices, and methods used in enterprise database strategy, enterprise information management, data governance, data warehousing and business intelligence.
6. Ability to manage multiple projects, coordinate and track resources, and meet predetermined deadlines.
7. Ability to supervise, develop, motivate, coach, and evaluate assigned staff.
8. Ability to apply established Information Technology (IT) industry practices in a variety of workplace circumstances.
9. Ability to participate in and contribute to data-related strategies and governance processes.
10. Ability to prepare clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials; maintain organized and accurate records.

11. Ability to develop, prepare, and make presentations to audiences of various sizes and characteristics.
 12. Ability to exercise independent judgment within established procedural guidelines.
 13. Ability to contribute to the efficiency and effectiveness of the unit's service to customers, co-workers, and the District by offering suggestions and directing or participating as an active member of a work team.
 14. Ability to develop and maintain an effective working relationship with District staff, vendors, and other agencies.
 15. Ability to maintain knowledge of current and emerging information technology and its application and potential effectiveness in the District's environment.
 16. Ability to work flexible hours or shifts.
 17. Ability to be on call for after-hours support.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. 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 (i.e., General Education Development (GED), foreign equivalency, etc.); plus, ten (10) years of recent, progressively responsible work experience delivering and maintaining highly-available, enterprise database environments and related technologies and services; or,

Associate's degree with a major area of study in Information Technology (IT)-related areas (i.e., Database Management, Data Analytics, Management Information Systems (MIS), Computer Science, etc.); plus, eight (8) years of recent progressively responsible work experience delivering and maintaining highly-available, enterprise database environments and related technologies and services; or,

Bachelor's degree in a related field (i.e., Database Management, Data Analytics, Management Information Systems (MIS), Computer Science, etc.) plus six (6) years of recent progressively responsible work experience delivering and maintaining highly-available, enterprise database environments and related technologies and services.

2. Four (4) years of supervisory experience in an Information Technology (IT) organization.

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 Technology and Information System Services (TISS) Database Administrator III for the last three (3) years with satisfactory performance reviews.
 2. Industry certification in the areas of relational database administration technologies, information technology, project management, or IT leadership and management.
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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, and 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; or up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, 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 materials and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

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

District-issued/personal vehicle, 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: 09/22/20
- Created: 05/13/15