

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ADMINISTRATOR, Database Analyst

QUALIFICATIONS

- Bachelor's Degree with specialization in Database Administration or a related field and three (3) years related work experience **OR** Associate's Degree and five (5) years of work experience in database management and administration.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency with enterprise-wide database products such as Oracle and Microsoft SQL Server.
- Proficiency with ERP software such as PeopleSoft HRMS and Financials.
- Proficiency with Middleware such as Oracle Tuxedo.
- Proficiency with database security.
- Working knowledge of Microsoft Windows Server operating systems.
- Working knowledge of virtualization platforms such as Oracle VirtualBox.
- Programming experience using compiled languages and/or Windows batch scripting.
- Experience with Crystal Reports.
- Disaster recovery planning and avoidance experience.
- Ability to provide high level of customer service.
- Ability to work in a flexible, problem-solving culture.
- Ability to support current technologies.
- Ability to anticipate and prepare for supporting emerging technologies.
- Ability to follow best cybersecurity practices both personally and professionally.

SUPERVISION

REPORTS TO SUPERVISES Supervisor, IS Operations
Assigned Personnel

POSITION GOAL

To develop, install, maintain, and support database system software and associated procedures to provide a highly available, secure, and reliable computer and network operation.

PERFORMANCE RESPONSIBILITIES

1. *Design, configure, tune, and maintain database systems that support the operations of the school system.
2. *Assist in annual rollover of Finance, Student Information, and Transportation systems.
3. *Provide critical support of major ERP and database system upgrades.
4. *Perform database refreshes and cache clears.
5. *Configure, monitor, and test backups of database systems.
6. *Work closely with other team members and/or other departments to integrate systems, gather information, and resolve problems.
7. *Evaluate, test, and apply maintenance and security patches, fixes, and updates to databases and programs.
8. *Monitor systems and logs for errors and issues.
9. *Perform database capacity planning.
10. *Monitor and support critical SQL clustering and SQL replication products.
11. *Support MICR check printer signature modifications.
12. Perform other duties as assigned by the Supervisor, IS Operations.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment, PCs

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is a protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$65,527 - \$100,516
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 7750
Job Code 1495
Survey Code 82020

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 28, 2020
October 27, 2015

ADA Information Provided by Tom Condo
Position Description Prepared by Tom Condo