Job Description DATABASE TECHNICIAN

BASIC FUNCTION
Under direct supervision, analyze, implement and maintain highly complex computer and database systems including the student database application system (i.e. Aeries); provide technical guidance and support to end-users.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)
- Maintain database security files and permissions on the District’s databases.
- Setup and maintain user accounts, control access security and configure District wide announcements for the District’s Autodialer.
- Maintain and update documentation of the hardware and software for District database systems.
- Respond to incoming questions and troubleshoot issues related to database applications, including Aeries; create reports.
- Assist, update and train end-users, either by group or on an individual basis, on the use of District database systems (including writing queries).
- Use web-based and technical manual resources to resolve database and client issues.
- Work with application developers for updates and problems with Aeries and other District databases.
- Attend and participate in staff meetings, workshops, conferences and classes.
- May be required to operate District vehicles.
- May write scripts that automate various database processes.
- May be required to train and lead helpers and assistants.
- Other related work as required.

QUALIFICATIONS
Knowledge of:
1. Microsoft (MS) Access database programming, script writing in a language such as Windows Scripting Host, Visual Basic (VB) Scripting or JavaScript.
2. Visual Basic for Applications to create or edit Excel Macros and MS Access Database programming.
3. How security files work within MS Access.

Ability to:
1. Work in Structured Query Language (SQL), including how to properly SELECT, INSERT, UPDATE and DELETE data from/to a table.
2. Operate a computer, related software and equipment.
3. Learn, interpret, apply and explain policies and procedures.
4. Plan and organize work and meet established timelines.
5. Make clear verbal and written reports, keep accurate records.
6. Research technical manuals and guides to respond to questions and solve computer problems.
7. Maintain current knowledge of technological advances in the field.
8. Work effectively as a team member.
9. Establish and maintain cooperative and effective working relationships.
10. Understand and carry out oral and written directions.
11. Communicate both orally and in writing in a clear and concise manner.

EXPERIENCE
Two (2) years of experience in database systems and support is required. Direct experience with technology systems used by the District is highly desirable.

EDUCATION
High School Diploma or equivalent is required. Associate Arts Degree or higher from an accredited college or university, with major coursework in computer science, management information systems, or a related field is highly desirable.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED
Possession of a valid California Drivers’ License and proof of insurance are required. Successful completion of the District’s basic skills test. Possession of a valid California Drivers’ License and proof of insurance are required. Current Microsoft Certified Database Administrator (MCDBA), Microsoft Certified Solution Developer (MCSD), Microsoft Certified System Engineer (MCSE) or other database certification is highly desirable.

WORKING CONDITIONS

Environment:
The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be indoor office and school site work environments.

Physical Abilities:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:
- Lift, carry, push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands and fingers to operate a computer keyboard and adjust computer equipment.
- Bend at the waist, kneel, or crouch.
- Stand and walk.
- See to read a variety of materials.
- Sit or stand for extended periods of time.
- Climb a step stool/ladder and reach above shoulders.

Hazards:
Sitting and viewing a computer monitor for extended periods of time; dealing with difficult individuals.