

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: DATABASE DESIGNER/SOFTWARE APPLICATIONS DEVELOPER**

**DEFINITION**

Under general direction develops, designs, documents, and evaluates database systems; performs a variety of professional, technical, and analytical services involving program/member services, evaluation, database-driven Web sites, office operations support, and problem resolution; performs related duties as assigned.

**DIRECTLY RESPONSIBLE TO**

Appropriate department or unit administrator as assigned.

**SUPERVISION OVER**

None; however, may direct the work of other staff assigned to the section/department.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Applications Development and Database Management

Develops, produces, and maintains structural design of various systems, applications, and databases, including back-end databases for database-driven Web sites, based upon logical data models by employing program and business requirements and analysis; coordinates and aligns information systems with program objectives; codes, documents, and tests programs and resolves related problems; develops data migration/conversion techniques for system conversions or upgrades; recommends policy structures regarding database systems; researches new technology; develops database administration procedures; audits, modifies, and amends data in systems; designs, implements, and evaluates recommendations for improved methods; oversees and manages multiple concurrent projects; works closely with system users to ensure information system strategies are aligned with program needs; designs and implements program and project evaluation mechanisms; evaluates database integration, integrity, and security; organizes and analyzes material for efficient reporting and retrieval.

Communications/Technical Assistance

Designs and maintains Internet related communications including database-driven Web sites, and distance learning programs; assists and supports organizational members and clients with database-driven Web sites, network, database, and application training and technical support; supports existing products and services by acting as agent for problem and operational issue resolution including network database import/export and other related technical problems; conducts, compiles and analyzes client surveys; prepares exhibits and generates statistics from member databases; designs, produces, and distributes documents including custom reports in hard copy and online; plans and prepares correspondence and documentation related to projects; collaborates with project team to develop strategies to enhance user effectiveness; assesses client needs and outlines project scope and objectives, estimates hours and resources needed for projects.

Office Operations Support

Assists and supports staff with internal systems, applications, and databases including developing procedures, forms, and other organizational tools; establishes and maintains a variety of file systems used in the department; monitors and reports to management any deviation from procedures or policy; plans and implements departmental processes and projects; develops, prepares, and distributes materials to staff; trains and provides technical direction to end users and staff as needed; presents data and statistical information at meetings; supports internal operations, local area network administration, budget management, and project planning.

**MINIMUM QUALIFICATIONS**

Education

Any combination of education and training equivalent to possession of a bachelor's degree which demonstrates the ability to perform the duties and responsibilities as described; coursework in computer science, information systems, network administration or other related fields preferred.

Training and Experience

Position requires sufficient formal and/or informal training and experience in software development, database design, analysis, management, and integration on the Web.

Knowledge of:

Utilization and purposes of management information systems; various operating systems and platforms; principles of organization and project management; Web development and database integration on the Web using current programming languages including Hypertext Markup Language (HTML), ColdFusion Markup Language (CFML), Structured Query Language (SQL), Cascading Style Sheets (CSS), JavaScript, Flash, and XML; ColdFusion Server administration; concepts of object-oriented programming; advanced knowledge of software design and relational database technology using SQL Server, FileMaker Pro, and Access; testing tools and methodologies; dynamic report generation using Excel and Crystal Reports; server and Web application security; Federal Accessibility standards and W3C code validation; data communications and network systems; fundamentals of page layout, design, and graphic illustration.

Skill and Ability to:

Communicate clearly in oral and written form; interact with users and staff in non-technical, clear terms; demonstrate initiative and act independently; work under time constraints to meet deadlines; set priorities, analyze problems, develop solutions, and make decisions on a variety of complex matters; establish and maintain cooperative working relationships with staff and clients; research and evaluate software applications; use a variety of programming languages, databases, and operating systems on multiple platforms; manage office hardware/software configurations including set-up, maintenance, and back-up; ability to learn new software packages and hardware and adapt to changes in technology; produce and present a variety of reports.

Revision approved by Personnel Commission 10/14/08

Former title: Database Designer/Information Systems Analyst

Revision approved by Personnel Commission 4/19/05

Revision approved by Personnel Commission 9/30/98

Approved by Personnel Commission 1/95