Sacramento County Office of Education Job Description
Classification Title: Database Administrator

DEFINITION
Under direction, acts as the technical lead in the planning, organization, development, management, and monitoring of data management systems and applications; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO
Appropriate Administrator

SUPERVISION OVER
Professional, technical, clerical staff, and student assistants as assigned.

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.)

Database Management
Oversees database design, development, administration, maintenance, and troubleshooting; provides technical support for existing database solutions ; leads data migration from current legacy database solutions to modern solutions; recommends solutions to improve new and existing database systems; manages various SQL-based systems; maintains data integrity and security of databases including managing database users, roles, permissions, backups, patching, and upgrades; creates documentation on processes, procedures, and system configurations and ensures they are up to date; monitors system performance; integrates and transforms disparate data sources; creates dashboards, scorecards, analytic reports, MIS reports, and other visualizations of data.

Database Development
Writes clean and scalable code using modern database design concepts, including architecture, data normalization, user interface/layout design, scripting, and schema definitions, and creates or modifies fields, calculations, tables and data relationships, and entity relationship diagrams (ERDs); develops SQL queries using complex joins, stored procedures, and views; implements security protocols to mitigate vulnerabilities; acts as technical project lead. .

Collaboration and Communication
Collaborates with project teams on application development; translates complex business requirements into scalable application features; provides end user training and application support, including communicating with internal teams as well as with external partners to perform a variety of technical and support services including data entry, compiling, analyzing, and interpreting data; trains assigned personnel; coordinates and communicates effectively with co-workers and external department staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
Any combination of education, training, and experience equivalent to possession of a bachelor's degree in Computer Science, Information Systems, or related field from an accredited college or university; five or more years of progressively responsible experience in information technology, including three years directly related to the duties of this position.

Knowledge of
Database design principals, advanced data relationships; FileMaker Pro for legacy databases preferred; API integration; complex server-based applications such as Microsoft SQL Server and SQL Server

Reporting Services; Microsoft Office 365 Data and Analysis Tools (PowerBI, Flows, Power Automate, PowerApps, etc.) or other reporting and visualization tools is preferred, but not required.

Skill and Ability to
Possess a strong commitment to customer satisfaction; successfully develop and manage the programming of complex database-driven client applications; set priorities and make decisions on a variety of complex matters; organize work to meet strict deadlines; communicate effectively in both oral and written forms; review previously developed coding for quality assurance purposes; work effectively with staff to plan, implement, and monitor a variety of technology projects; establish and maintain cooperative working relationships with management team, project partners, program staff, and other departments; lead projects and train personnel; communicate technical information to non-technical partners and colleagues; monitor project timelines and budgets.

Other Characteristics
Possession of a valid California driver's license; willingness to work additional hours on occasion; willingness to travel locally using own transportation to conduct work assignments; willingness to travel within the state as required.

Approved by Personnel Commission 11/9/21