

# Draft- Database Systems Specialist Postion

## Qualifications

- Associates Degree or related certification in a computer related field with experience in SQL Server and Microsoft Access databases.
- Strong knowledge of Windows 2003
- Ability to import and export data between information systems
- Proficiency in Microsoft Office Suite
- Excellent written and oral communication skills with the ability to speak in public
- Understanding of database reporting tools such as Cognos and Crystal Reports
- Proficiency using and training on server and web based information systems

## Duties, Responsibilities and Functions

The essential functions of this position include, but are not limited to, the following:

- Provide technical/information management support/consultation to district staff
- Provide input into technology budgeting process
- Provide input and assistance for technology training
- Make recommendations to users and improve the information systems in school
- Assist in the development of the Technology Plan
- Responsible for maintaining data integrity and securing information used in student and employee information systems with synchronization of data across all platforms.
- Support 24/7 uptime when necessary
- Manage/Coordinate reporting for such as district, course, staff, student and special education related data.
- Manage and maintain all district administrative information systems, data integrity and reporting using systems such as PIMS, ePDE and PA secure ID.
- Configuring SIF server and agents and coordination with software vendors for proper synchronization and data integrity.

- Creation of domain user accounts, configuration and changes of security preferences to allow for proper information system access.
- Managing database backups and restorations.
- Daily troubleshooting and support of data and operation of district's information systems.