



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Database Administrator I**
 Job Family: **Information Technology**
 Prepared/Revised Date: **August 1, 2023**

FLSA Status: **Classified Exempt**
 Pay Range: **IT91Y**
 Job Code: **38002**

SUMMARY: Responsible for assisting in the design, installation, monitoring, maintenance, support, management and integrity of District data systems. Contribute to the design, implementation and oversight of the disaster recovery scenarios, database backup and recovery planning. Work with the team to ensure that district systems have the data they need to operate and function properly across all facets of the organization in a secure and sustainable way. Maintains databases in accordance with the established security standards and protocols.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Monitor and tune all existing database management systems for performance. Perform daily tasks including: traffic monitoring, space management, resource utilization, database account management, and object migration. Collaborate with IT Staff to implement, maintain and troubleshoot data systems for reliability, uptime, integrity and security. Design, install, monitor, secure and maintain all district data systems. Complete front end troubleshooting and support. Establish and maintain policies, standard operating procedures, and associated documentation for support, maintenance and user interaction with the database environment.	D	35%
2. Collaborate with IT staff to design physical layout of databases as necessary. Install, monitor, and maintain district database systems. Maintain, refresh, and migrate data between database environments as necessary. Track and document database instances and states across all environments.	D	20%
3. Assist in the database damage/disaster recovery planning. Plan, execute, document, maintain and test disaster recovery model for database systems. Perform database recoveries and retrieve backups as necessary.	D	10%
4. Participate in high level planning and creation of IT policies and procedures including: system capacity, database implementation, database security and user access, system backups, disaster recovery, and hardware requirements for database systems. Implement and enforce IT policies and practices as applicable.	D	10%
5. Assist in the implementation, support, and maintenance of district data warehousing solutions. Implement and maintain analytic and performance monitoring tools to facilitate data warehouse use.	D	5%
6. Review new application releases and patches to identify user impact, schedule downtime required for implementation, and monitor application performance, availability and functionality results. Apply patches and perform database upgrades in a timely manner.	D	5%
7. Assist to secure district database environments and resolve data breaches. Work with Database Administrator II and System Administrators to plan, implement, and document database security practices. Responsible for granting database access, creating accounts, tracking database access, and troubleshooting integrity and security of database systems.	D	5%
8. Research and evaluate emerging database technologies and their impact upon existing infrastructure. Identify appropriate technology candidates to incorporate into the environment. Select and evaluate training on new database technologies, and provide training as necessary.	D	5%
9. Attend work and arrive in a timely manner.	D	1%
10. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science or computer information systems
- Four years of experience in complex, enterprise-level MS SQL database support and maintenance, including shell scripting, application and database tuning, networking tools, storage administration, network backup software, backup and disaster recovery planning, database clustering, and installation, upgrade and maintenance procedures
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent organizational, planning, and time management skills
- Advanced skills in MS SQL SERVER 2000-2012, Oracle Architecture, and MySQL
- Advanced skills in SQL, T-SQL, MySQL, and PL\SQL and database scripting
- Experience and skills in integrating emerging technologies with much older legacy data systems
- Experience and skills in project coordination of technical system design, installation and multi-department sequencing
- Knowledge of performance tuning techniques including: indexing, caching, distribution, scalability, redundancy, data truncation, and disk monitoring
- Experience with HA/DR SAN Production environment – Always On, Mirrored Cluster, Log Shipping & Replication
- Experience and knowledge of programming methodologies and technologies and how they play a role in the data delivery/data acquisition process
- Required applications skills include MS Business Intelligence Studio, SSIS, SSRS, Windows Power Shell scripting, and Account Management / Security Authentication
- Experience and knowledge of Data Warehousing and Business Intelligence solutions including design, infrastructure, and execution preferred
- Strong oral and written communication skills
- Strong interpersonal relations skills
- Strong customer service skills
- Ability to do online research, read and understand trade and technical publications and apply skills acquired through such research
- Ability to determine priorities, multi-task, meet deadlines and research and apply new technologies as necessary
- Ability to write clear and accurate documentation at both the end-user and the technical levels.
- Ability to provide excellent customer service on the phone and face-to-face
- Ability to participate and work in a team environment
- Ability to follow written documentation
- Ability to maintain confidentiality in all aspects of the job
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers, peripherals and media equipment
- Advanced operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate			x	
Instruct			x	
Compute			x	
Synthesize				x
Evaluate				x
Interpersonal Skills			x	
Compile			x	
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	