



Job Description

Job Title: Coordinator II, Database Systems
Position Code: 1E15, AE15
Job Classification: Exempt

Supervisor: Director I, Technology
Pay Grade: 42
Contract Length: 245 Days

Job Summary

Position is responsible for the district-wide implementation, maintenance, administration, and coordination of all Oracle database systems. The position also coordinates the efforts of all database programmers, administrators and departments.

Essential Duties

1. Plans, coordinates, and accomplishes division-wide Oracle systems implementation projects.
2. Researches and coordinates the installation and testing of servers and software; prepares, maintains and manages the test planning and implementation of modifications and manages the test database servers and software.
3. Reviews database operations within individual schools and departments and plans for upgrades/configuration changes.
4. Plans and manages school division-wide database systems projects by prioritizing projects, monitoring progress, resolving issues, analyzing situations and implementing solutions.
5. Provides hands-on leadership in the configuration and management of key database systems.
6. Reviews, plans, and provides hands-on leadership in the management of all Oracle database systems in the school division.
7. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Director I, Technology or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor's degree in computer science, management information systems, or a related field and experience in database administration in large scale computer network environments. Experience with Microsoft, Sun Solaris, and Oracle database systems required. Experience in implementation of integrated student information, financial, work order tracking and human resources/payroll systems preferred. Must be able to write system documentation, system specifications and requirements, project plans, presentations, correspondence, studies, reports, and training materials. Must be experienced in functioning as a lead worker performing working similar to those directed, including and monitoring of work objectiveness/effectiveness, and realignment of work as needed. Must possess the ability to establish and maintain effective working relationships with customers served.

Working Conditions & Physical Requirements

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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Director I, Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The database systems coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Director I, Technology or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date