

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Database Developer/Programmer

Technology Department/Information Services

Purpose of the Job

Develops and maintains enterprise-wide data warehouse integrating data sets from various legacy and Microsoft SQL applications. Provide data access for Ad Hoc query, reporting, and exports. Create and maintain common query, reporting, and data export routines including back-end procedures and front-end interfaces. Perform database administration on district MS SQL servers. Coordinate efforts with front-end application developers to provide a variety of access to district data including VBA, HTML, ASP, ADO, and emerging technologies.

Essential Job Functions

1. Develop and maintain district-wide data warehouse.
2. Develop and maintain enterprise-wide data models.
3. Define procedures and identify process improvements related to database management.
4. Maintain documentation and configuration information for systems including schema, data dictionaries, stored procedures, and operational routines.
5. Create and update data access routines including stored procedures, triggers, import/ export, and front-end modules for system management and end-user as appropriate.
6. Work with internal IT and development personnel to ensure district-wide database goals are met.
7. Perform system administration duties and assume primary responsibility for multiple- server MS SQL environment including data integrity, security, capacity planning, and upgrades.
8. Work with district staff and third-party developers to provide legacy system migration.
9. Work with district staff and technical staff from third-party developers and individuals representing contracted services to provide for integration of new systems with existing systems and data warehouse.
10. Maintains confidentiality.
11. Works effectively under pressure and responds appropriately to problem situations.
12. Performs similar, related duties as assigned.

Qualifications:

Education & Experience:

1. Bachelors Degree in Computer Science, or closely related field (preferred) or Associates Degree in Computer Science (required).
2. Experience working in academic/educational environment
3. Three years of relational database administrative experience. Experience to include installation, maintenance, and administration of Microsoft SQL Server.
4. In-depth working knowledge of relational database concepts, design, and optimization.
5. Physical data modeling experience desired.
6. Strong background in MS SQL Server including creation/update of tables, triggers, views, stored procedures, and data transfer.
7. Extensive experience in data migration, upsizing, and legacy system migration.
8. Experience with complex SQL queries required.
9. Working knowledge of reporting functions and tools including VBA and/or third-party products.

10. Experience administering Active Directory and multiple servers in a Microsoft Server 2000 & 2003 environment.
11. Effective oral and written communication skills.
12. Demonstrated ability to work effectively with a variety of people in a team environment.
13. Demonstrated ability to take direction and effectively manage several concurrent tasks to their conclusion with attention to priority.
14. Willing to work flexible hours and occasionally be on call for emergency support.
15. Must demonstrate a willingness to continue education to remain abreast of technical developments in the field of information management and emerging technologies.

Knowledge Skills & Abilities:

1. Strong analytical and troubleshooting skills.
2. Ability to manage multiple tasks or projects simultaneously.
3. Ability to work effectively in a high stress, high demand environment.
4. Strong interpersonal skills and ability to communicate technical information to non-technical staff.
5. Knowledge of networking concepts in both LAN and WAN environments.
6. Familiarity with Microsoft BackOffice product suite, including Exchange, SQL Server, IIS, and SMS.
7. Ability to move or carry objects weighing over 50 pounds.
8. Ability to crouch, crawl, bend, or kneel to service computers and network equipment.

Licenses, Certificates & Special Requirements:

1. A+ certification.
2. MSCE certification preferred.
3. Training or certification with router management.
4. Training or certification with layer 2 and layer 3 switches.
5. Valid Washington State Driver's License and good driving record.
6. Required to be accessible during off-hours to return to work for system emergencies or equipment problems.
7. Occasional need to work hours beyond the normal day or weekends.

Reporting Relationship:

Reports to the Director of Technology & Administrative Information Management.

Conditions of work:

Union Affiliation:

Non-Bargained

FLSA Status:

non-exempt

Salary Range:

Non-Bargained

Job #

Job History:

Created: 12/01/2006

Immediate Supervisor

Date

Director of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.