

**ORANGE COUNTY SCHOOL DISTRICT**

**CLASS DESCRIPTION**

**POSITION TITLE: DATABASE COORDINATOR**

**GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to perform district-based duties associated with managing one or more databases and informational systems. Employees in this classification function at an operational capacity and perform a variety of duties including troubleshooting, technical support, and training functions. Employees may also serve as a technical advisor to district and school-based staff. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.

Ensures daily operation of one or more databases or information systems; serves as liaison between vendors and OCPS network staff; handles operation of information systems and provides technical support.

Trains office personnel on SEMS (Substitute Employee Management System) or CHRIS (Children's Registry and Information System) and other databases, networks and mainframes.

Creates and maintains a database for tracking files, claims, records, transactions, etc., specific to the database system.

Coordinates work flow in the program area; enters new employee information, as needed, or new product information.

Creates, maintains, and updates information on a mainframe or database which may include applicant codes and salary information on substitute teachers, inservice points, transportation routing, construction schedules, etc.

Maintains system security; coordinates backup plan and recovery of database information; maintains archive data; backs up and restores databases.

Designs and prepares artwork on computer for newsletter, calendar, and brochures; prepares materials and advertisements, technical manuals and instructions, as needed.

Installs, upgrades, sets up performance tuning and testing; configures in-house software/hardware on a variety of systems in an internet environment.

Serves as a technical advisor to staff concerning computer applications and databases; troubleshoots or initiates problem solving where necessary.

May be responsible for assigning system security.

Runs and creates reports, priority lists, employment lists, work histories, research data, etc., as required.

Responsible for keeping up to date on current technology, as job appropriate, being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.

Responsible for timely and accurate information they maintain as part of their job responsibilities.

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The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by vocational/technical training in database technology, computer science, or closely related field; supplemented by minimum five (5) years previous experience and/or training that includes mainframe, network, or web page maintenance and design, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise

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extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The Orange County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.