

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Database Administrator

Date Prepared: 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

644	Data Base Administration	Develop and/or administer policies and procedures as they relate to the accumulation, storage, and deletion of data processing records.
655	Systems Assessment	Research, evaluate, and recommend changes in hardware, software, data communications, and techniques that contribute to more effective automated systems capabilities.
657	Assistance to Users - Business Services	Work with users of business services applications to implement systems. Answer questions on an ongoing basis.
656	Assistance to Users - Student Services	Work with users of student (i.e., educational) services applications to implement systems. Answer questions on an ongoing basis.
652	Systems Performance Evaluation	Collect data and evaluate the performance of data processing systems. Performance tune systems as required.
631	System Development	Design new data processing systems, applications, programs, and procedures. Install and implement systems/programs and corresponding procedures. May include systems manual development.
630	Software/Hardware Selection	Identify user requirements, evaluate software alternatives, and make recommendations for the selection of software/hardware.
633	System Trouble Shooting	Work to resolve various system errors or failures. Involves identifying system problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
635	Programming	Code data processing programs and systems.

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Activity Name (cont.)

636	Testing	Test data processing programs and systems.
632	System Maintenance	Maintain existing data processing systems and programs. Maintain system and program documentation.
650	Data Processing Security/Control	Develop and administer data processing security systems and procedures. Includes security systems for both physical access to data processing facilities and access to data/programs.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. or B.S. Degree with major course work in one of the computer sciences or in management information systems with six years appropriate related experience; or
A.A. Degree with major course work in computer science or management information systems and eight years appropriate related experience; or Vocational training (720 hours) of study from a vocational-technical school or accredited community college in an area of data processing (excluding computer operations and data entry) and nine years appropriate related experience; or High School Diploma or equivalent with ten years appropriate related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.