GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DATABASE MANAGER
MISSION POSSIBLE

HUMAN RESOURCES SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized technical work in the preparation of personnel databases and operational routines for the Mission Possible Department. Employee is responsible for reviewing, overseeing and participating in data management projects which include designing detailed and intricate personnel databases according to user requests or defined needs; diagnosing and resolving operational problems in programs, and developing formats for various reports or documents. Work involves assisting personnel in the use and understanding of personnel databases and reports, supporting operational routines related to program efficiency, establishing clear systems of communication to school personnel, and supporting general program goals. Employee must ensure standard quality levels are met and data integrity is maintained. Employee reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

Reviews information requests for schools, central office departments, and outside partners, determines scope of project and appropriateness, responds to request and schedules implementation if approved.

Designs and develops personnel reports utilizing database design techniques, web-based applications and communication methods.

Responds to calls/inquiries about the Mission Possible and Cumulative Effect programs

Maintains appropriate files and documentation as required by grant guidelines

Works with groups of users to define needs, translates user requirements into effective program designs, establishes system parameters and develops formats for various reports and documents.

Uses query or business intelligence tools to create ad hoc queries and complex reports.

Creates interface procedures and automated processes between various database structures or computer platforms.

Performs daily program administration tasks.

Monitors new data processing projects to ensure proper function and output of database programs.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in computer science or a related field, and 1 to 3 years of experience in data management or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and tools including computers, scanners, adding machines, computer software, etc. Must be able to exert up to 30 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondences, technical manuals, trade journals, newsletters, etc. Requires the ability to prepare reports, forms, system documentation, presentations, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, geometry, and statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state and local requirements regarding the Mission Possible program.

Considerable knowledge of the School Board policies, procedures and standards regarding education.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the principles of organization and administration.

General knowledge of the grant application and administration process.

Ability to use common office machines and popular computer driven word processing, database, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.