PUEBLO SCHOOL DISTRICT 60
TECHNICAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Applications Database Administrator
Prepared Date: 2/1/2021
Revised Date: 9/25/2023
Work Year: 220 Days
Department: Technology
Reports To: Applications Manager
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY:
The Application Database Administrator's role is to design production databases and provide support for specific applications. This individual focuses on the logical aspects of the database and application data.

QUALIFICATIONS:
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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:
- Bachelor's Degree in Computer Science, Computer Systems Design, or related field
- Four (4) years' experience managing applications and/or systems management
- Certifications in Microsoft SQL, Oracle, or similar databases and systems.
- Valid Colorado Driver License and ability to be insured by District Insurance Carrier
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:
- Master's Degree in Computer Information Systems, IT Management, or related field
- Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) Certification
- Prior experience in a medium to large sized K-12 public school district

SKILLS AND KNOWLEDGE:
- Strong understanding of database structures, theories, principles, and practices.
- Working technical experience with designing, building, installing, configuring, and supporting database servers, including Microsoft SQL and Oracle
- Hands-on database tuning and troubleshooting experience.
- Experience with data processing flowcharting techniques.
- Project management experience.
- Strong understanding of the organization's goals and objectives.
- Knowledge of applicable data privacy practices and laws.
- Excellent written and oral communication skills.
- Excellent listening and interpersonal skills.
- Strong customer-service orientation.
- Ability to communicate ideas in both technical and user-friendly language.
- Ability to conduct research into application issues and products.
- Highly self-motivated and directed.
- Keen attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level or work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of

all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Work with application development staff to develop database architectures, coding standards, and quality assurance policies and procedures.
- Create models for new database development and/or changes to existing ones.
- Understand the needs and requirements of the applications using the databases and provide support for these applications.
- Coordinate multiple applications accessing the same database.
- Write and debug lines of SQL code for applications.
- Create data views, stored procedures, and functions
- Build and support interfacing and Data Transformation
- Create or support creation of required reports in response to business user needs.
- Instruct data administration to ensure data quality.
- Manage and/or provide guidance to junior members of the team.

NON-ESSENTIAL DUTIES:
- Perform any and all other duties as assigned by the Applications Manager or Director of Technology

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:
R – Rarely (Less than .5 hr per day)   O – Occasionally (.5 – 2.5 hrs per day)
F – Frequently (2.5 – 6 hrs per day)   C – Continually (6 – 9 hrs per day)
NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control		X			
*Pushing/Pulling Maximum weight: **50** lbs.				X	
Lifting Maximum weight: **50** lbs.				X	
Carrying Maximum weight: **50** lbs.				X	

WORK ENVIRONMENT:
Employee will work primarily in a school/office environment with both natural and fluorescent lighting with moderate to loud noise levels.