

**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**INFORMATION SYSTEMS ADMINISTRATOR**

**Primary Function**

Provides technical support that includes analysis, design, development, configuration, testing, implementation, integration, operation and management of systems and applications that support the district's enterprise-wide technology infrastructure.

Performs work of considerable difficulty in participating as lead systems administrator and team leader in the analysis, definition, programming, testing and implementation of new databases and software application systems; assists in the technical direction of systems users and administrators; performs related work as required.

**Directly Responsible To**

Director of Technology and Innovation

**Typical Job Responsibilities & Functions**

1. Upgrades and installs applications systems and database software; converts prior database applications into new database formats; configures database software; writes SQL routines when necessary; maintains production and test databases; establishes and maintains database security; monitors database size and growth and adds space as needed. **E**
2. Maintains current data information across multiple SQL databases. **E**
3. Manages and serves as a team member of large and small scale projects, including enterprise-wide projects, utilizing effective project management practices and principles. **E**
4. Develops SQL queries and performs data exports to support District systems and applications. **E**
5. Supports one or more moderate to highly complex or critical processes/systems and may require design or integration of technical solutions that cross multiple functions. **E**
6. Monitors database performance and tunes as needed; monitors database statistics; establishes daily and periodic database backups; establishes daily management of log backups; manages database product support contracts, products, support calls.
7. Audits a variety of data for accuracy and completeness; compare data and identify errors and discrepancies; make corrections and modifications as needed. **E**
8. Monitors the District's applications and systems for data integrity and proper operations and provides professional confidentiality of all information and data.
9. Uses SQL for backend database support, monitors databases for accuracy and data integrity. **E**
10. Prepares, maintains, and updates backup data files in accordance with established timelines. **E**
11. Maintains district, local, and off-site backups of servers, files, email and databases.

12. Provides technical support for the District's SIS, ERP, and other databases including but not limited to Aeries, Business Plus, Destiny, and Parent Square. **E**
13. Performs yearly roll over for new school year databases. **E**
14. Prepares, formats, and submits a variety of specialized data required for state and federal district grants. **E**
15. Establishes effective and efficient storage, retrieval, customization, and archiving of computerized data.
16. Establishes, enforces, maintains, and recommends policy related to database security, including staff and teacher user accounts and permissions.
17. Analyzes proposed systems and modifications to systems. **E**
18. Collects, analyzes, enters, and interprets data; organizes report material; translates technical material and data into user-friendly language. **E**
19. Collaborates with Tech Department staff, agencies, and vendors in the collection, extraction, processing, analysis and submission of a variety of electronic data. **E**
20. Writes and maintains systems, programming, and user documentation for assigned systems. **E**
21. Analyzes and suggests improvements for district systems and applications. **E**
22. Provides user training and travels to school sites in support of related duties. **E**
23. Collaborate with technology department staff in the development of test plans and end-user documentation. **E**
24. Remains current with updates for district databases. **E**
25. Maintains confidentiality of sensitive employee and student information. **E**
26. Supervises and evaluates assigned classified staff as required by the Director of Technology and Innovation.
27. Performs other duties as assigned.

## **Qualifications**

### Knowledge, Skills, and Abilities

1. Knowledge of and Proficient in the following:
  - a. Windows server operating systems
  - b. Microsoft operating systems and Microsoft Office Suite (i.e. Excel)
  - c. Ability to apply problem solving processes and techniques
  - d. Best practices around information security and access protocols
  - e. K-12 Student Information Systems (SIS) (e.g. Aeries, etc.)
  - f. State's CALPADS system
  - g. County's data reporting requirements
  - h. In-depth knowledge of state educational and/or local K12 operations preferred
  - i. Database structures and database management.

- j. Principles and techniques of system procedure analysis and development, program planning, computer programming and processing, forms design and control requirements.
  - k. Systems and procedures analysis and design.
  - l. Considerable skill in SQL, including querying and analyzing data stored in Microsoft SQL Servers.
  - m. Principles and procedures of application and systems software programming.
  - n. Principles and techniques for project planning, scheduling and control.
  - o. Principles and techniques for developing and monitoring goals, objectives and timelines.
  - p. Supervise, coordinate and direct systems analysis, design and programming activities.
  - q. Manage multiple projects on different time tracks at one time; flexibility to switch back and forth between complex long-term work and detailed short-term work.
  - r. Analyze data and situations, identify problems, reason logically and develop conclusions and effective solutions.
  - s. Strong qualitative and analytic abilities to analyze, validate data, and the tools necessary to accomplish the work.
  - t. Analyze situations accurately and adopt effective courses of action; working effectively with district staff/faculty to identify and accomplish organizational goals, county and state mandates.
  - u. Communicate clearly and concisely, orally and in writing.
  - v. Strong documentation skills
  - w. Possession of interpersonal communication skills to assure data compliance for all levels of mandated reporting (local, state, federal).
  - x. Establish and maintain effective working relationships with staff and user departments.
  - y. Maintain a professional attitude and appearance.
2. Ability to complete the following tasks:
- a. Understand and implement complex oral and written directions given in English.
  - b. Compose clear, complete, and concise correspondence and reports independently using correct grammar, syntax, punctuation, and spelling.
  - c. Read, interpret, and apply knowledge gained from complex technical publications, manuals, and other documentation.
  - d. Analyze complex administrative and data systems, identify problems and develop logical conclusions and effective solutions.
  - e. Anticipate potential issues affecting data and develop strategies to avert time consuming corrective measures.
  - f. Establish and maintain effective working relationships with end-users and information technology staff.
  - g. Clearly document procedures and provide training for staff and users on implementation and operation requirements of the system.
  - h. Communicate effectively to both technical and non-technical users.

- i. Be flexible, adaptable, and learn quickly in various technical and creative environments
- j. Prioritize and complete tasks to deliver effective technology solutions within required time frames.
- k. Apply project management processes and perform project management planning.
- l. Apply programming principles, basic logic and software development techniques and procedures.

### **Education, Training and Experience**

Any combination equivalent to graduation from college in computer science, accounting, business administration, management information systems or related fields and two years' work experience in systems analysis and application programming.

### **Physical Abilities:**

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; work in front of a computer monitor for extended periods of time; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association

Range 7 – 261 Days

Adopted by the Board of Education: October 13, 2021