

**NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: DATA BASE ANALYST**

**Job Purpose Statement/s:** Under general supervision, performs systems analysis to determine system requirements; designs and implements appropriate database and software solutions, provides technical support to school site and district office staff for computer software applications, acts as a liaison with software and other vendors to resolve general operation problems; assists and instructs staff in utilizing computer application resources.

**Essential Job Functions:**

- Coordinates and monitors the design, development, modification and implementation of information technology applications.
- Provides technical support and leadership for the database environment.
- Provides and designs tools to assist in the management of the database and client/server environment.
- Works closely with vendors in the design and development of data requirements, relationships, and relational database models.
- Designs new databases for optimal performance and data retrieval according to the needs of the organization.
- Designs and performs tasks involving complex relational SQL queries.
- Install, configures and maintain supporting software components such as reporting tools, etc.
- Provides data warehousing.
- Develops methodology for the ongoing assessment of database performance.
- Builds data conversion scripts for applications moving data between disparate databases.
- Designs, builds and maintain development and testing databases in a variety of environments.
- Designs reports for the District's standards-based assessment system.
- Identifies and resolves conflicts arising over the creation, control and use of data.
- Enforce database use guidelines.
- Consults on database server configuration.
- Possesses strong problem solving skills.
- Performs other duties as assigned.

**Job Requirements – Qualifications**

- Minimum three years of experience with MS SQL Server and/or related experience with demonstrated competence in database management.

**Skills, Knowledge and/or Abilities Required:**

Skills to develop long and short-range plans; diagnose problems in database software systems; monitor, analyze, and forecast system resource demand and plan for future growth.

Knowledge of relational database management systems, methodologies and techniques, ETL methodology; networks and network issues relating to database management; data relationship and normalization; SQL Server 2005, .Net, My SQL, PHP

Ability to handle multiple projects simultaneously; take reports or metrics requirements and translate them into usable charts, graphs, and reports; read, understand, interpret and apply complex written instructions and information; apply knowledge of computer database systems to a wide variety of management and user service requests, communicate effectively in oral and written form; understand and carry out oral and written directions with minimal direction and supervision; establish and maintain positive and effective working relationships; promote team building and a positive work environment; adapt easily to work assignments, additional priorities and new procedures; receive constructive criticism and modify work accordingly; prioritize and identify needs and solve problems independently; suggest and implement procedural improvements to supervisor; skillfully handle difficult situations using good judgment; maintain high level of professionalism; support District technology vision.

- **Education Required:** Bachelor's Degree is required. A major in computer science, information science, or business data processing is preferred.
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- **Licenses, Certifications, Bonding, and/or Testing Required:** Possession of a valid California Drivers License. Insurability by the District's liability insurance carrier.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands; significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 25% walking, and 10% standing. The job is performed under a generally hazard free environment.