NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

DATABASE ANALYST

JOB DESCRIPTION

QUALIFICATIONS:

*(1) Bachelor's Degree from an accredited college or university.
*(2) Valid Florida Driver's License.
*(3) Such alternatives to the above requirements as deemed appropriate by the Executive Director.
*(4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

This position will help develop, implement, and maintain Progress and SQL Server Databases and others as needed in support of in-house developed and vendor applications; develop data import and export processes using various extract, transform and load (ETL) tools and methods; troubleshoot and resolve databases, objects and processes; assist in maintaining current application software platforms; Knowledge of risk management processes, backup and recovery procedures, threat assessments and physical security capabilities. Linux experience is a plus in this position.

REPORTS TO:

Manager, Data Center Operations

JOB GOAL

To assist with all activities related to the administration of databases including design, security, control, maintenance, documentation, and user training support of ETS, and to provide economical and reliable information services to member districts. In addition, be responsible for the effective transmission of DOE data.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

*(1) Help establish and maintain technology resources appropriate to data base management.
*(2) Assist in maintaining and managing data base servers.
*(3) Assist in database administration duties for application systems assigned to project team.
*(4) Assist member districts in obtaining services and reports.
*(5) Assist with the installation, configuration and upgrading of server software and related products.
*(6) Assist in establishing and maintaining sound backup and recovery policies and procedures.
*(7) Research and assist with the implementation and maintenance of database security.
*(8) Perform database/application tuning and performance monitoring.
*(9) Assist documenting, setting up and maintaining policies, procedures and standards.
*(10) Participate in database capacity planning and server capacity planning.
*(11) Provide technical training to other staff as necessary.

DATABASE ANALYST (Continued)

*(12) Develop and test database table designs.

*(13) Help perform risk analysis to identify points of vulnerability and recommend mitigation strategies.

*(14) Assist with the development of disaster recovery and information security plans.

*(15) Assist with the training of staff on the disaster recovery and information security policies.

*(16) Monitor compliance to approved policies.

Inter/Intra-Agency Communication and Delivery

*(17) Work with member districts in meeting their MIS/DOE/local goals and objectives that require application software support.

*(18) Participate in user group meetings to help set priorities and establish work plans.

*(19) Work with DOE and District MIS staff to ensure continued support for all reporting requirements.

*(20) Work with appropriate User Groups to promote the sharing of resources and solutions for school districts throughout the state.

*(21) Maintains contact with DOE, outside contingency planning organizations and local/regional disaster recovery and security agencies.

*(22) Advises management and Senior Database Administrator on relevant technologies and related regulatory issues.

*(23) Keep manager and Senior Database Administrator informed of potential problems or unusual events.

Professional Growth and Improvement

*(24) Maintain expertise in assigned areas to fulfill goals and objectives.

*(25) Set high standards and expectations for self and others.

*(26) Develop annual goals and objectives consistent with and in support of department goals and the NEFEC goals and areas of focus.

*(27) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and issues.

Systemic Functions

*(28) Adhere to the software acceptance testing function in such a manner as to meet audit requirements and delivery of defect-free solutions to the member districts.

*(29) Demonstrate support for the Consortium's vision, mission, goals and areas of focus.

*(30) Serve as a consultant to staff members and to District, school or community personnel in assigned service areas as needed or assigned.

*(31) Assist with the preparation and overseeing of all required reports and maintain appropriate records.

*(32) Consistently represent the Consortium in a positive and professional manner.

Leadership and Strategic Orientation

*(33) Participate in the planning for future application software needs.

*(34) Participate in the preparation of long-range objectives, strategies and activities for ETS.

*(35) Anticipate problems and develop procedures to present or address them.

*(36) Assist in implementing the NEFEC's goals and areas of focus.

*(37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

*(38) Perform other tasks consistent with the goals and objectives of this position.

Worksite Service Standards

DATABASE ANALYST (Continued)

*(39) Exhibit a positive and flexible attitude.
*(40) Foster and develop a professional image.
*(41) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
*(42) Exhibit compassion and humility.
*(43) Promote a passion for learning and growing.
*(44) Demonstrate initiative.
*(45) Exhibit the ability to multitask and problem solve.
*(46) Translate organizational purpose into observable behavior.

Assessment and Other Services

*(47) The use of the adopted performance appraisal systems for employees.
*(48) The accurate and timely filing of all applicable reports.
*(49) The completion of professional development activities as appropriate.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Twelve months, eight hours per day.
Compensation based on Pay Grade 13.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the NEFEC policy on evaluation of personnel.