

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED NOVEMBER 2006**  
**RANGE: 50.0**  
**CLASSIFIED**  
**CODE: 4**

### **DATABASE SPECIALIST I**

#### **DEFINITION**

Under general supervision, will provide database development and database support to Kern County Superintendent of Schools Office employees and school district employees.

Conduct database needs assessments, modify existing databases, assist with development of new databases, and/or assist with migration of existing systems to integrated relational database systems.

The Database Specialist I will also make modifications to existing database systems in support of report generation for users.

The Database Specialist I will provide technical assistance and training to end users on new systems; provide technical assistance;

provide troubleshooting diagnostics, and provide user support in person or via telephone and electronic messaging.

#### **EXAMPLES OF DUTIES**

Under direction, the Database Specialist I will be responsible for a number of the following activities:

database system analysis and design, database development and programming;

maintenance of office database design standards;

graphical user interface design for users;

troubleshooting database system problems;

installation of new or replacement database systems and maintaining system integrity;

evaluate existing database applications and modify them as assigned;

test new versions of databases for functionality and applicability to current users;

verify correct system operation;

diagnose database malfunctions to separate operator, hardware, and software problems;

provide review and consultation on database software to determine the advisability of use by internal departments and client districts;

offer individual and group on-site help;

conduct inservice programs and classes for management and clerical personnel on database applications;

work cooperatively with user support specialists, help desk operators, and network engineers;

attend training sessions to learn new database management systems, operating systems, and/or applications;

perform other general database support duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Computer hardware and software systems;

thorough knowledge of microcomputer database applications such as Microsoft Access, FoxPro for Windows and Macintosh, DB IV, or 4th Dimension;

computer programming in Microsoft Windows or Macintosh environments desirable;

high-volume SQL-based systems such as Oracle, Sybase, or DB/2 is desirable.

### Ability to:

Program in two or more of the following: C languages; Open Script Language; Visual Basic Language, Microsoft JET engine or Object role modeling, ANSI SQL scripts;

identify the need for and work with cross-platform solutions;

service and maintain database systems in a Novell 4.x Netware or Windows NT environment is desirable;

maintain a cooperative liaison with district and county personnel;

conduct inservice training in the use of relational database systems and standard client/server software.

### Experience:

Minimum of two (2) years of experience working with microcomputer relational database systems which may include any or all of the following experiences - software application development and customizing;

database application development and database modeling (Object role modeling);

Open Script and DLL-based scripts for Windows applications;

experience with high-volume relational databases like Oracle or Sybase can be substituted for one year of microcomputer experience;

any combination of above experiences must demonstrate proficiency with major Microsoft applications with at least one year experience in programming in C languages, Open Script Language; Visual Basic Language, and experienced in Microsoft JET engine and Object role modeling;

one or more years of experience working in local-area network environments, such as Novell 4.x Netware or Windows NT, is desirable.

### Education:

Bachelor's degree in business or a technical major preferred.

Two (2) years of college work plus additional relevant experience may also be acceptable.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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