

Sweetwater Union High School District

DATABASE AND SYSTEMS SUPERVISOR

Purpose Statement

The job of Database Systems Supervisor is done for the purpose/s of planning, organizing, and supervising activities relating to the development and maintenance of enterprise computer programs within the district; supervising the activities and operations of assigned staff, department, budget and/or projects; and providing technical expertise on matters relating to assignment.

Essential Functions

- Supervises and manages key operational activities such as maintenance of databases including object and index management, security, backup and recovery, upgrades, automated monitoring of systems and performance tuning for the purpose of increasing productivity, prolonging the useful life of existing applications; and meeting the district's computing needs.
- Manages systems and application tuning activities including tuning SQL queries and system performance for OLTP and DSS applications.
- Leads the development of related software development, system architecture, design, and development of schemas; contributes substantially in design and development of schema objects, technical review of SQL code, as well as design review with end-user audience.
- Leads system and SQL profiling activities based on poorly performing use cases; re-factor poorly performing SQL when necessary.
- Leads the deployment of code to QA and Production, managing source code and scripts, and updating and maintaining data models.
- Leads the team in significantly improving existing OLTP models, and participating in design of new databases schemas.
- Evaluates and selects development tools, infrastructure software and hardware to meet OLTP application and needs; undertakes installation, maintenance, tuning, design, and troubleshooting of OLTP and OLAP application.
- Contributes significantly in the data modeling of new software development related design using modeling tools.
- Reviews projects schedules, status reports and/or system specifications for the purpose of ensuring that the scope of projects is defined and/or department objectives are achieved within budget.
- Collaborates with the QA team(s) to create and execute system test plans and user-acceptance testing.
- Leads, guides, and mentors staff (analysts, software specialists, application support specialists, etc.) in efficient design, data modeling and writing SQL code, and T-SQL procedures.
- Supervises assigned personnel (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Responds to inquiries from a wide variety of internal and external sources for the purpose of providing technical support and expertise in answering questions and resolving issues.
- Participates in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations.

Other Functions

- Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; preparing and maintaining accurate records; and troubleshooting and debugging district computer applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: legacy, existing and emerging programming languages, utilities, and methods; principles of system design, implementation, and maintenance; project management tools; and accounting/ bookkeeping principles.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and technology backgrounds; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working as part of a team; adapting to frequent interruptions and changing work priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

Education/Experience

Any combination equivalent to a Bachelor's degree from an accredited college or university computer science, or related area, and two years of experience with increasing levels of responsibility.

Required Testing

None Specified

Certificates & Licenses

Valid California Driver's License

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.

Supervisory Unit Job Description

Adopted by BOT 08/17/09