SOCORRO INDEPENDENT SCHOOL DISTRICT
Department of Human Resources

JOB DESCRIPTION

Job Title: Systems Administrator – Data
Pay Grade: 204

Reports To: Database Manager
Terms of Employment: 226 Days

Exemption Status: Exempt

Primary Purpose:
Analyzes, develops, and enhances computer systems applications and processes to fulfill District needs. Facilitates the automated collection, management, manipulation and distribution of data used for analysis. Installs, configures, and customizes system software. Performs database administration, and maintenance, and verifies data integrity. Designs and assists in programming system enhancements. Tests, evaluates, researches and develops processes and support for District core and enterprise applications. Conducts vendor evaluations and negotiations, and monitors vendor delivery of project requirements. Provides training, support and assistance on various systems. Provides support for district technology operations and projects. Documents technology processes and procedures. Serves as a resource in project implementation and business contingency planning. Performs all other related duties as assigned.

Qualifications:

Education/Certification/Requirements:
- Associate Degree or 60 College Credit Hours, with 4 years experience; OR technical certification(s) with emphasis in system analysis, database management, applications and operating systems, and 6 years’ experience preferred; Or eight more years of experience in system analysis, database management, applications and operating systems
- Valid driver’s license

Special Knowledge/Skills:
- Proven knowledge and involvement in all aspects of design, analysis, and implementation of systems in a heterogeneous environment with emphasis in WINDOWS and UNIX
- Verifiable database administration and development experience with a major RDBMS (INFORMIX, Microsoft IIS preferred)
- Demonstrated ability in system analysis and configuration, and project management
- Evident focus on customer service initiatives, rigor and discipline, teamwork, collaboration, staff development and training
- Analytical skills in system analysis, design and problem-solving
- Able to design innovative programs to enhance processes; able to learn and use new programming languages and operating systems and applications
- Proficient in conducting research, analysis and recommendation of new software systems
- Team player with ability to collaborate with diverse individuals at all levels of the district and with cross-functional teams
- Demonstrated skill in project management, staff development, organization and planning
- Ability to clearly define, communicate and validate business and technical requirements
- Able to perform well under stress and respond to multiple priorities in an appropriate and timely manner

ADOPTED: 5-9-00  AMENDED: 7-11-01, 3-26-04, 4-15-05, 4-20-05, 6-15-05, 7-20-05, 7-27-05, 9-21-05, 9-26-05, 3-3-06, 3-22-06, 12-16-08, 5-30-13, 11-14-13, 3-19-14, 8-13-15, 10-5-16, 10-23-17
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- Excellent written and verbal communication and presentation skills, with the ability to make technical issues understandable to a wide-ranging audience
- Demonstrated understanding in computer standards, practices and applications

Experience:
- Minimum of four years experience in client and web-based systems analysis, administration and management
- Proven expertise in at least one of the following: MySQL, SQL, MS Access or Visual Basic, and reporting tools such as CRYSTAL REPORTS or Cognos

Major Responsibilities and Duties:
1. Administers, coordinates, analyzes, application systems and programs to enhance information management of the District’s personnel, business, instructional, student operations systems.
2. Serves as information management systems liaison for Human Resources, student, and Business Services.
3. Installs, upgrades, and/or customizes software and various layered products to enhance system operations.
4. Studies existing systems, processes and procedures and the introduction of potential automation systems.
5. Evaluates proposed configurations to ensure system integrity, security and effective system interface.
6. Evaluates data needs for the entire district, and establishes and maintains database standards.
7. Recommends the upgrade, enhancement and replacement of district system hardware, software and database management systems.
8. Researches and analyzes new systems and applications related to district information management systems.
9. Maintains a broad and current knowledge of emerging technology, equipment and systems.
10. Provides technical support and training to end users and staff.
11. Documents program development and procedural instructions to assist District personnel in using systems effectively.
12. Assists in short and long-term planning to ensure the district’s information systems are able to handle ever-changing demands and needs.
13. Collaborates with district staff, committees, campuses, departments, and other agencies to assess system and technology needs.
14. Provides project assistance and consultation to all district campuses with the acquisition of new information systems.
15. Designs and creates databases and/or other data structures by ensuring that primary use of structure is understood and documented, data type definitions are correct, database is efficient in both operation and disk space usage, and security is adequate.
16. Establishes and maintains a customer-service oriented delivery approach. Provides a friendly, safe, timely, quality driven environment that is responsive to district and community needs.
17. Fosters and adheres to district core values. Works in and fosters a team environment.
18. Maintains the systems and program license inventory.
19. Collaborates with the development, delivery and modeling of district information management systems using web-based applications tools and interfaces to core systems.
20. Provides and reports statistical data relevant to ongoing projects to management and staff.
21. Generates reports to ensure the district meets all mandated reporting responsibilities accurately and in a timely fashion.
22. Maintains total confidentiality on all information in District’s systems.
23. Upholds and adheres to safety rules and policies of the SISD safety program.
24. Supports the goals and objectives of the school district and follows all district policies.
25. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
26. Performs other related duties as assigned.
27. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

ADOPTED: 5-9-00

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Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors: Frequent district wide travel, occasional statewide travel; occasional prolonged and irregular hours.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

__________________________________________
Employee Name (please print)

__________________________________________  ________________
Signature                                           Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

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