

# Technology and Information System Services Database Administrator I

## Position Details

Class Code: 1561

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, assists senior Technology and Information Systems Services (TISS) database administrators with the design, creation, and maintenance of highly-available enterprise relational databases and systems that serve the needs of school and department customers.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Designs and modifies relational database structures.
2. Documents database structures, stored procedures, servers, and services.
3. Grants and maintains access to database structures and systems based on needs assessment, function, and role.
4. Manages security across database and related system platforms.
5. Maintains and provides highly-available database systems for mission-critical environments and applications.

6. Monitors and supports the operation of database gateway technologies as implemented in database applications.
  7. Maintains Structured Query Language (SQL) modules for data load processes, data manipulation, and reporting to include evaluating database design conflicts and modifying relational database structures.
  8. Implements test and research environments to ensure success for database-related projects.
  9. Assists application, business intelligence, and data visualization developers/users in determining and locating appropriate data sources for the ultimate benefit of all users.
  10. Modifies and standardizes relational database structures and procedural SQL modules as needs dictate to eliminate data redundancy and improve database performance/usability.
  11. Administers and performs normalization to reduce/eliminate data redundancy and improve relational database performance.
  12. Documents departmental and enterprise database system standards, data models, and other information.
  13. Utilizes database system monitoring software to report performance-based metrics and recommend/perform corrective action if system performance is deficient.
  14. Crafts data delivery and analysis solutions using Clark County School District (CCSD) standard software tools.
  15. Receives guidance from TISS Database Administrator II's and III's on technical, professional, and policy matters, as needed.
  16. Conforms to safety standards, as prescribed.
  17. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves technical administration aspects of the CCSD's highly-available enterprise relational database landscape including, but not limited to: assisting with requirements gathering/analysis, installation, monitoring, maintenance, independent technical research, software troubleshooting, debug/testing, configuration/change control management, and technical documentation.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of and ability to design, author, and interpret modules/programs using SQL in order to manipulate complex database structures, objects, and data.
  2. Knowledge of and ability to generate database structures/datasets; perform analysis and reporting using database software provided by Microsoft, Oracle, and other vendors.
  3. Ability to maintain a high level of concentration, analyze contributing technical/business process factors, and troubleshoot/solve problems using logical sequences and methods.
  4. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials, and to conduct in-service trainings.
  5. Contributes to the efficiency/effectiveness of the unit's service in support of the CCSD.
  6. Maintains knowledge of current/emerging technologies and their applications.
  7. Demonstrates strong time management skills across multiple projects; responds to changing priorities in order to meet established deadlines.
  8. Ability to work flexible hours/shifts.
  9. Ability to be on-call for after-hours support.
  10. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and other agencies.
  11. Ability to recognize and report hazards and apply safe work methods.
  12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.) plus, four (4) years of recent, progressively-detailed experience supporting relational database servers and SQL environments/applications or database programming and related technologies; or, Associate's degree with a major area of study in Information Technology (IT)-related areas, such as Management Information Systems (MIS), Computer Science, Electrical Engineering, etc., plus, two (2) years of experience as described above.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## **Preferred Qualifications**

1. Currently serving as a Database Services Specialist in the TISS division for the last two (2) years with satisfactory performance reviews.
  2. Industry certification in relational database administration technologies.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. College transcript(s) from an accredited college, university, or trade school, if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Safe driving record.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD Central Information Services Department - travel to and from schools and other CCSD office settings.

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## **Work Environment**

### **Strength**

Sedentary/medium – exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, modems, telephones, fax machines, etc.

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### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 05/09/24
- Created: 05/21/14