

Technology and Information System Services Database Administration Manager

Position Details

Class Code: 1565

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 64 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for the successful daily service delivery of enterprise database systems and processes, backup and recovery, project management, and technical leadership to ensure the database needs of school and department customers are fulfilled.

Essential Duties and Responsibilities

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

1. Confers and coordinates with application/system owners, educational/business owners, and allied professional staff to review needs, formulate requirements, and prepare feasibility studies, evaluations, and project plans; implements and ensures predictable, reliable service delivery of enterprise database systems and processes.
2. Plans, schedules, supervises, reviews, coaches, and leads assigned staff.
3. Ensures accountability and evaluation of assigned staff in the following areas:
 - Customer service

- Database systems availability
 - Sustainability and recovery
 - Archiving
 - Security
 - Processes and procedures
 - Technical assistance
 - Change and quality control
4. Provides input into goals, objectives, and budget development for the department.
 5. Maintains the department's position as the Clark County School District (CCSD) centralized enterprise provider and database systems custodian, containing sources of truth for strategic data elements.
 6. Coordinates with the Business Intelligence team to monitor and document data flows/relationships as they exist in and between the various data stores relied upon by CCSD applications/entities.
 7. Coordinates with the Business Intelligence team to document/maintain data models, business definitions of data, naming conventions, metadata repositories, and database metrics so that they are suitable to contribute to Districtwide data governance.
 8. Contributes technical and organizational expertise to the CCSD's data governance process.
 9. Ensures that the Database team recommends, designs, implements, and sustains specifications for strategic data stores that provide high availability, business continuity, and disaster recovery capabilities.
 10. Ensures that the Database Team recommends, designs, implements, and sustains multi-faceted database security frameworks to protect instances of sensitive data, including the following technologies:
 - Encryption (at rest and in-transit)
 - Database firewalls
 - Patch management
 - Privileged role isolation
 - Proactive auditing
 - Data masking
 11. Ensures regular audits of access to sensitive data using vendor provided, third party, and internally developed tools.
 12. Monitors the quality of data sources and determines to what extent they are accurate, timely, relevant, complete, understood, and trusted.
 13. Establishes priorities and work schedules; meets with staff, user departments, and leadership to give periodic updates of projects and schedules.

14. Schedules and facilitates preventative maintenance activities for enterprise database systems; reviews problems encountered by operations staff and customers; analyzes efficiency of current systems/procedures and schedules modifications.
 15. Utilizes the CCSD's project planning and management tool to develop project plans for approval; updates/reports statuses of approved projects and reviews work in progress to assure conformance to plans and standards.
 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 leadership and coaching, service delivery, customer service, project management, development, ensuring availability of enterprise database systems, and day-to-day supervision of team members.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of team development, motivation, and management principles/practices, including employee supervision, work planning, organization, performance review/evaluation, professional development, coaching, and progressive discipline.
2. Knowledge of and ability to apply project management principles/practices.
3. Knowledge of and ability to apply principles, practices, and methods of systems analysis, application development, and database design/maintenance; availability and adaptability for changing educational and business needs.
4. Knowledge of systems, software, application programming languages, and database platforms within CCSD's environment.
5. Knowledge of principles, practices, and methods used in enterprise database strategy, enterprise information management, data governance, data warehousing, and business intelligence.
6. Ability to manage multiple projects, coordinate and track resources, and meet predetermined deadlines.
7. Ability to supervise, develop, motivate, coach, and evaluate assigned staff.
8. Ability to apply established Information Technology (IT) industry practices in a variety of workplace circumstances.

9. Ability to participate in and contribute to data-related strategies and governance processes.
 10. Ability to prepare clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials; maintain organized and accurate records.
 11. Ability to develop, prepare, and deliver presentations to various audiences.
 12. Ability to exercise independent judgment within established procedural guidelines.
 13. Contributes to the unit's efficiency and effectiveness in serving customers, co-workers, and the CCSD by actively directing, participating, and providing input in team efforts.
 14. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and other agencies.
 15. Maintain knowledge of current/emerging information technology and its application in the CCSD environment.
 16. Ability to work flexible hours or shifts.
 17. Ability to be on-call for after-hours support.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.); plus, ten (10) years of recent, progressively responsible work experience delivering and maintaining highly-available, enterprise database environments and related technologies and services; or, Associate's degree with a major area of study in Information Technology (IT)-related areas (Database Management, Data Analytics, Management Information Systems (MIS), Computer Science, etc.); plus, eight (8) years of experience as described above; or, Bachelor's degree in a related field (Database Management, Data Analytics, Management Information Systems (MIS), Computer Science, etc.); plus six (6) years of experience as described above.
2. Four (4) years of supervisory experience in an Information Technology (IT) organization.

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 Technology and Information System Services (TISS) Database Administrator III for the last three (3) years with satisfactory performance reviews.
 2. Industry certification in the areas of relational database administration technologies, information technology, project management, or IT leadership and management.
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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, and travel to and from schools and other CCSD office settings.

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, 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

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).

Examples of Equipment/Supplies Used to Perform Tasks

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

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: 05/08/24
- Created: 05/13/15