

# Norfolk Public School District

## Information Systems Specialist IV-SIMS Database Administrator Variant (326)

### JOB POSTING

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#### Job Details

*Posting ID*

**326**

*Title*

**Information Systems Specialist IV-SIMS Database Administrator Variant**

*Description*

**Full-Time and Permanent; 7.5 Hours/Day; 252 Days/Year; 12 Months/Year**

#### **Minimum Qualifications**

- Bachelor's degree in computer science/MIS (Master's preferred) and extensive experience in working as a database administrator and/or computer systems analyst with responsibility for major application programs, some of which shall have been at the level of ISS III, preferably including applications used in public school systems or any equivalent combination of education and experience that would provide the noted knowledge, skill and abilities.
- Ability to analyze, troubleshoot and improve complex automated systems and processes.
- Ability to lead project teams and to coordinate large scale, long-term projects and processes.
- Thorough knowledge of SQL; Data Manipulation Language (DML).
- Thorough knowledge of the principles, concepts and techniques of computer systems analysis and programming.
- Thorough knowledge of computer design, hardware capabilities, operating systems and software.
- Good knowledge of the general organization and functions of a large public school system.
- Ability to design, develop, coordinate, and present large scale informational and training presentations.
- Ability to use SQL database query and reporting tools to produce information presentations and reports.
- Ability to provide technical guidance to information systems staff and to evaluate their work.
- Ability to communicate effectively, both orally and in writing.
- Ability to read and interpret highly technical manuals covering computer hardware and software, and to interpret technical instructions into common language for users.
- Ability to listen effectively and to accurately determine the needs of information requestors.
- Skill in writing, documenting, debugging and testing applications programs in an accurate, efficient and timely manner.
- Extensive work experience in software development and database administration.
- Ability to use SQL DML to update and delete data in relational tables.
- Thorough knowledge of SQL Data Definition Language (DDL) to create tables, indexes, and other data structures.
- Thorough knowledge of SQL Server Management Studio (SSMS).
- Thorough knowledge of Microsoft Visual Studio.

#### **Nature of Position**

- Installs, manages and monitors the daily operation of all SIMS DBMS products.
- Monitors and coordinates activities relating to the SIMS databases; monitors database performance, develops backup and recovery procedures, develops logical and physical database schema, assists application analysts and programmers and users working with the databases.
- Takes the lead in the coordination of major SIMS functions such as annual student record rollover.
- Develops and manages all interfacing programs to the SIMS databases and installs SIMS applications and application updates.
- Leads other information systems staff in the development of informational presentations or reports; assigns portions of projects to staff and provides technical work direction; checks and tests work for acceptance; monitors and reports progress to supervisor.
- Confers with user staff to determine information needs; determines potential sources of information; collects data into or extracts data from SIMS databases; designs forms, reports, and related items for information presentation.
- Works with other information systems specialists responsible for other SIMS functions, and with information systems professionals responsible for reporting, to identify data inaccuracies, and to develop error reports, documentation, and procedures for users to aid in the correction and elimination of SIMS data errors.
- Performs related work as assigned.

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$53,056.00 to \$91,475.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Administrator</b>
<i>External Job Application</i>	<b>Administrator - VDOE Licensure Not Required</b>	<i>Internal Job Application</i>	<b>Administrator - VDOE Licensure Not Required</b>
<i>Location</i>	<b>INFORMATION TECHNOLOGY</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<i>General Start Date</i>	<b>12/18/2018</b>
<i>Internal End Date</i>	<i>General End Date</i>	<b>01/31/2019</b>

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<b>Erika Ricks</b>	<i>Title</i>	<b>HR Analyst</b>
<i>Location</i>	<b>HUMAN RESOURCES</b>	<i>Phone</i>	<b>757-628-3905</b>
<i>Email</i>	<b>ericks@nps.k12.va.us</b>		

**References**

<i>Automatically Send Reference Check</i>	<b>Yes</b>	<i>Reference Check Form</i>	<b>Classified Survey</b>
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