

P L E A S E   P O S T

<b>DATABASE APPLICATIONS SPECIALIST I</b>
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**Date Posted:** April 1, 2024  
**Closing Date:** April 15, 2024 or until filled  
**Anticipated Start Date:** As Soon As Possible  
**Department:** Technology  
**Work Year:** 52 Weeks

**Summary:** Coordinates and monitors the design, development, modification and implementation of information technology applications. Provides and designs tools to assist in the management of the database and client/server environment, including data warehousing. Supports educators and administrators in their use of data for analysis and decision-making. Identifies, develops, manages, analyzes, reports and demonstrates the use of data and database tools as they relate to education. Provides technical support and problem resolution on the use of the database applications. Designs, coordinates and implements in-service training activities utilizing existing and emerging software applications and technologies.

**Essential Duties And Responsibilities:** Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Coordinate and monitor the design, development, modification and implementation of information technology applications.
2. Provide technical support and leadership for the database environment.
3. Provide and design tools to assist in the management of the database and client/server environment.
4. Provide training to technical support and applications staff in the effective utilization of database.
5. Provide data warehousing.
6. Develop methodology for the ongoing assessment of database performance.
7. Identify and resolve conflicts arising over the creation, control and use of data.
8. Develop and enforce database use guidelines.
9. Monitor database performance and serves as quality control agent for database use.
10. Participate in development of long range planning for new projects and facilities, and serve in an advisory capacity on database procedures and methods.
11. Ensure that external and internal regulations and policies governing data management are met including regulations concerning security, audit ability and privacy.
12. Identify, plan, organize, design and implement training opportunities in utilizing technologies and software into the instructional process and as administrative tools. Assist and train users on troubleshooting procedures.
13. Assist in the design and use of multimedia instructional resources to be delivered through the distance learning system.
14. Assist in the evaluation of instructional and administrative equipment and software utilized throughout the district.
15. Assist in the coordination and acquisition of equipment and instructional materials.
16. Provide training on the utilization of network software applications and a variety of word

processing, database management and spreadsheet applications.

17. Develop and maintain standard operating procedures and user training documentation for database systems in use at the JCISD.
18. Develop programs for translating and moving data from external sources into JCISD databases.
19. Develop programs for exporting data from JCISD databases to external systems.
20. Design and write reports using JCISD data sources.
21. Assist in the design and development of program applications that interact with JCISD databases.
22. Provide back up for other positions in the Technology Department.

**Supervisory Responsibilities:** None.

**Qualification Requirements:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education And/Or Experience:**

- Bachelors degree in a computer related field, or equivalent to that which normally would be acquired by completing a two year technical trade or a four-year college degree program in Electronics, Computer Science, Management Information Systems or a related field
- Knowledge and experience working in educational institutions preferred
- Six years of successful, related work experience in database administration, information management, or an equivalent combination of education and experience
- Experience in a Microsoft environment (Exchange and Active Directory) is required.
- Successful experience with SQL is required.
- Experience in Windows and Mac operating systems, Windows 2000, XP, NT, TCP/IP, Internet, Microsoft Access, and other productivity software applications.

**Certificates, Licenses, Registrations:** Valid Michigan driver's license and good driving record.

**Language Skills:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups. Ability to speak clearly and concisely both in oral and written communications. Excellent written and oral communication skills. Ability to read, understand, and apply information in hardware/software manuals or following computer instructions.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Other Skills And Abilities:** Documented/demonstrated current knowledge of desktop computers, peripheral equipment, database management, word processing, spreadsheets and open systems technology required. Demonstrated knowledge of PC basics, including technical terminology and acronyms and working knowledge of PC systems and peripheral connectivity. Ability to solve problems logically. Effectively manage multiple tasks, often within severe time constraints, and demonstrate effective time management skills to meet deadlines, while interacting with staff and the public related to those tasks. Strong teamwork, interpersonal communication and group problem solving skills. Ability to travel to and from work sites. Ability to work a flexible workday and workweek. Ability to exercise good judgment and make decisions in accordance with policies and procedures. Ability to work as part of a highly motivated, interdisciplinary team. Demonstrated experience in setting up, maintaining, and troubleshooting electronics equipment and networks.

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to operate a computer, view video display terminals reach with hands and arms, sit, use hands to finger to grip, handle or feel objects, tools or controls, talk and hear. Ability to lift up to 50 pounds, such as printers, CPUs, monitors, etc. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee will be required to travel in their personal vehicle between various work sites within the district as necessary.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

**Pre-employment Screening:** Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

**Employment Date, Salary, and Fringe Benefits:** Anticipated employment date is as soon as possible. This is a 52 week position. Placement on the Technical/Operational Salary Schedule depends upon qualifications and experience; new employee salary range is \$62,879-\$77,233. Paid health, dental, vision, life and long-term disability insurances, sick, vacation and personal business days.

**To Apply:** Interested parties should go to our website, <https://jcisd.workbrightats.com> to complete an online application.

## **APPLICATIONS ACCEPTED UNTIL APRIL 15, 2024 OR UNTIL FILLED**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Five Guiding Principles:

***Instruction ~ Quality, Creativity and Relevance***

***Leadership ~ Envisioning, Engaging and Executing***

***Service ~ Listening, Caring and then Serving***

***Community ~ Collaboration and Partnerships***

### ***Equity ~ Inclusive, Responsive and Sincere Belonging***

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.