

DATABASE TECHNICIAN

PURPOSE:

This position is responsible for the setup, integration of, and maintenance of school division database software and hardware. This includes the installation of operating system and database application software on servers, diagnosis, repair and replacement of malfunctioning hardware, assistance to end users, and general troubleshooting of database software applications.

This position reports directly to the Manager of Information Technology.

DUTIES AND RESPONSIBILITIES:

- ⇒ Set up and configure new servers, and other peripherals that are required to host the division's database software, and external applications which have a database component.
- ⇒ Install and configure database servers and the application software required to run the division's applications which rely on such databases.
- ⇒ Follow proper procedures with respect to software licensing and respect of copyright.
- ⇒ Troubleshoot and diagnose malfunctioning hardware and software, making necessary repairs, or replacing defective systems as required.
- ⇒ Verify the correct operation of database software, including scheduled maintenance, verification of properly applied patches, and backups.
- ⇒ Maintain proper documentation of system and network updates, and other changes made to the division's database hardware and software.
- ⇒ Collaborate with the division help desk to assist users in the proper utilization of authorized software.
- ⇒ Develop user interfaces to the division's database information, including, but not limited to web based interfaces.
- ⇒ Ensure that all systems developed for integration of data are secure and that the information available to the various users is within parameters established by administration.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform other related duties as assigned.

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with a diploma or certificate from an accredited and provincially recognized technical institution or university as approved by the Board of Education.

- ⇒ A detailed knowledge of Microsoft SQL or MySQL acquired through a minimum 2 years experience doing database support.
- ⇒ Advanced programming capabilities using SQL query language, and/or ASP.NET, PHP, Visual Basic, or Delphi.
- ⇒ Certification or equivalent knowledge in both older versions and the latest versions of the Windows server operating system(s).
- ⇒ Training or experience in the development and maintenance of database driven web sites.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Hold a valid driver's licence

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to plan and organize his/her own short and long term schedule, prioritizing activities as required to maintain the most efficient operation of the division's databases.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to learn new skills and motivated to be a self-directed learner.
- ⇒ Excellent communication skills and the ability to work jointly with senior management, technical staff, software suppliers and other school division staff on a required basis.
- ⇒ Excellent knowledge of current technology and database software associated with the duties and responsibilities of this position.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Manager.
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

ADDITIONAL INFORMATION:

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required.
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study. Annually will take either an on-line training course related to technology, or a scheduled class as appropriate.
- ⇒ Must participate in all Technical Services staff meetings.
- ⇒ A Database Technician is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division.

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.