

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INFORMATION TECHNOLOGIES DATABASE SPECIALIST

BASIC FUNCTION:

Under the direction of the Director – Information Technologies, create and maintain micro-computer based relational databases from mainframe data to compile reports required by District departments, and county, state, and federal agencies.

REPRESENTATIVE DUTIES:

Create and maintain microcomputer based relational databases from mainframe data. *E*

Query data to generate reports for both electronic and printed formats. *E*

Produce annual and as-requested reports such as CBEDS, R-30, Coordinated Compliance Review, Office of Civil Rights reports, and enrollment projections. *E*

Maintain student demographic data as a relational database for enrollment and school boundaries. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of programming
Principles of data normalization
Data storage and retrieval methods
Modern record keeping and record storage and retrieval
Operating systems
Current trends and directions of database management systems
Oral and written communication skills
Client/server knowledge highly desirable

ABILITY TO:

Analyze complex procedures, data constructs and data to develop logical conclusions
Communicate technical information clearly to department staff
Prepare clear, complete, and accurate reports
Meet schedules and time lines
Establish and maintain cooperative and effective working relationships with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to two years of college course work in computer science (or related major) and/or three years of paid computer database experience. Demonstrated experience with COBOL and micro-computer relational database management systems such as Microsoft Access, FoxPro, and DBase and with demographic software such as GIS.