Job Description – Database / Data Warehouse Specialist

Title   **Database / Data Warehouse Specialist**

Reports to: Director of Assessment, Research and Evaluation

Description: The Database / Data Warehouse Specialist's role is to assist in the design and implementation of databases and data warehouses ensuring high levels of data availability and quality. This individual will be responsible for integrating data between and among the Student Information System database, Business/Finance database, Human Resources database, and other District database systems. This Specialist will also assist in defining data standards and models for warehouse architectures.

Responsibilities

1. Data Warehouse Management (50%)
   - Develop and administer strategies for the control and sharing of District database resources and services.
   - Assess the goals for data warehousing in conjunction with data users and other key stakeholders.
   - Coordinate and work with staff to develop database architectures, coding standards, and quality assurance policies and procedures.
   - Diagnose and resolve data warehouse access and performance issues.
   - Execute data warehouse configuration and performance tuning.
   - Monitor system details within the data warehouse, including stored procedures and execution time, and implement efficiency improvements.
   - Design and implement redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective availability, protection, and integrity of data assets.
   - Manage software installs and upgrades, performance tuning and rights management for Tableau.
   - Evaluate and help construct Tableau visualizations based upon requirements.
   - Perform cost estimates for data migration between development, test, and production systems, and plan and coordinate these migrations.

2. Data Integrity & Requests (25%)
   - Work with end users to identify, create, and deliver reports, forms, queries, and data extractions according to requirements.
   - Identify data discrepancies and data quality issues, and work to ensure data consistency and integrity.
   - Coordinate and manage District Data Dictionary.

3. Innovation and Teamwork (25%)
   - Design and manage data warehouse improvement and growth projects ensure data warehouse scalability.
   - Identify inefficiencies and gaps in data warehouses and leverage solutions.
   - Perform security and data transaction audits.
   - Requirement gathering for BI requests.

- Develop, implement, and maintain change control and testing processes for modifications to data systems.
- Conduct research and make recommendations on data warehouse products, services, protocols, and standards in support of procurement and development efforts.
- Evaluate, recommend, and select data warehouse components, including hardware, database management systems, ETL (extract, transform, load) software, data mining tools, and meta data management tools.
- Participates in meetings and trainings as requested, reacts to change productively, and performs other duties as assigned.

Length of Contract: 12 months

Salary: Professional/Technical Salary Schedule

Qualifications:
1. Education Level: Degree in computer science is preferred.
2. Certification or Licensure: None required.
3. Experience Desired:

- College diploma or university degree in the field of computer science, information systems, or computer engineering and/or 4 years equivalent work experience.
- Working technical experience with designing, building, installing, configuring and supporting multi-terabyte data warehouses.
- Experience with database platforms, including Micosoft SQL and mySQL.
- Strong understanding of relational database structures, theories, principles, and practices.
- Hands-on experience with data architecting, data mining, large-scale data modeling, and business requirements gathering/analysis.
- In-depth technical knowledge of network, PC, and platform operating systems, including Microsoft SQL
- Working technical knowledge of systems software, protocols, and standards, including Infinite Campus, Sungard Pentamation, and Nebraska Department of Education NSSRS.
- Experience with data processing flowcharting techniques.
- Proven project management experience.

4. Other Requirements:

- Exceptional analytical, conceptual, and problem-solving abilities.
- Good knowledge of applicable data privacy practices and laws.
- Strong written and oral communication skills.
- Excellent technical architecture and technical support documentation skills.
- Strong presentation and interpersonal skills.
- Ability to conduct research into database issues, standards and products as required.
- Ability to present ideas in user-friendly language.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.

Special Requirements:

	Occasional	Frequent	Constant
	1 - 32%	33 - 66%	67% +

- 1. Standing x
- 2. Walking x
- 3. Sitting...x
- 4. Lifting 25 lb max. x
- 5. Carrying 50 feet...x
- 6. Pushing / Pulling x
- 7. Climbing / Balancing x
- 8. Stooping / Kneeling / Crouching / Crawling x
- 9. Reaching / Handling x
- 10.Speaking / Hearing...x
- 11. Seeing / Depth Perception/Color...x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor (or superintendent).

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