



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545, (951) 765-5100

DATA MANAGER

Job Summary

Under the direction of the Chief Technology Officer; is responsible for developing, overseeing, organizing, storing, securing, and analyzing data and data systems; oversees specific programming functions as necessary for the establishment, maintenance, modifications and administration of the District's student information database as well as other District database programs; oversees the preparation of detailed reports; coordinates data-flow between systems; manages efficiency of database processes and servers; troubleshoots and resolve issues, as needed. Perform other duties as assigned.

Essential Functions

- Creates and enforces policies for effective data governance and management;
- Formulates techniques for quality data collection to ensure adequate, accurate and legitimacy of data;
- Establish and maintain rules and procedures for data sharing to both internal and external stakeholders;
- Oversees and assists with data reporting and data extraction when needed;
- Oversees and monitors the operation and performance of database hardware and software solutions, including Student Information Systems, to ensure that it operates in a manner consistent with the needs of the District;
- Evaluates databases and data system performance to discover way of enhancing them through new technologies, upgrades, etc.;
- Supports others in the daily use of data systems and ensure adherence to legal and district standards;
- Analyzes and evaluates database systems, and makes recommendations to ensure their integration with other systems used in the District;
- Ensures the upload of files required by state, federal, and third-party systems;
- Ensures a variety of queries and reports are accurate and delivered in a timely manner;
- Maintains communication and works in a collaborative manner with all district staff;
- Preserves information system assets and data integrity by implementing disaster recovery and backup procedures, and information security and control structures;
- Assists in ensuring District wide compliance with various licensing and copyright requirements;
- Assists in the review and selection of educational and business operations technology hardware and software;
- Performs other related duties as assigned;

Knowledge Of

- Current and emerging technology related to the position;
- Familiarity with modern database and information system technologies;
- Modern application processes including workflow, database integration, data validation and role-based security;
- Relational database design techniques, capabilities, operation, and control including Microsoft SQL Server database administration and Microsoft SQL Server programming;
- Familiarity with K-12 curriculum, instructional strategies, and the relationship of technology of these areas;
- Manage, develop and query Microsoft SQL;
- Principles of student information system;
- Technical aspects of field of specialty;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy.

Ability To

- Problem-solving skills and an analytical mindset;
- Effectively manage a team;
- Explain complex technical issues to non-technical staff;
- Program and administer Microsoft SQL Server databases;
- Develop solutions to complex technical database management system problems;
- Analyze, troubleshoot and maintain all District student information system database;
- Learn and effectively use software specific to established needs.
- Organize and provide training for District staff;

EDUCATION

Bachelor Degree in Computer Science, Information Systems or closely related field is preferred; Coursework in programming which includes, but not excluded to Microsoft SQL Server, PHP, HTML, Javascript and C#.NET is preferred.

Experience

Three (3) years of increasingly responsible experience in the design and management of data systems. Must have hands on experience with Microsoft SQL Server, Microsoft Visual C#, ASP.Net or similar database programming. Must be proficient with MS Office suite. Experience in a public education environment is preferred, but not required.

Additional Requirements

- Must possess a valid California Vehicle Operator's license;
- Insurability by the District's liability insurance carrier;

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions of the position.

Physical Demands: Sit, stand, reach, look down, turn neck (frequently); walk, bend, stoop, squat, push, pull, climb stairs, reach above shoulders (occasionally); kneel, crawl, lay down, use foot controls (infrequently); lift/carry items to 10 pounds (frequently), to 25 pounds (occasionally) and 75 pounds (infrequently); grasp/manipulate materials and supplies (frequently); use seeing, hearing and speaking (including in-person, phone and public address).

Working Conditions: Office environment with multiple staff members, subject to frequent interruptions, continual deadlines and pressures connected to limited funds to meet growing needs, driving a vehicle to conduct work.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the position.

COMPENSATION:

Management Salary Schedule Row 42