



Fremont Unified School District

Classified Management Job Description

Data Administrator

Definition

The Data Administrator reports to the Chief Technology Officer. The Data Administrator plays a critical role in the Information Technology Department and leads the Data Division. This position is responsible for managing the Data Division staff and managing and maintaining all of the District's student and staff data and databases, financial and personnel data systems, and ensuring the security, accuracy, and integrity of the data and data systems district-wide, all while maintaining an high level of excellent customer service.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Provide an example of leadership and excellent customer service.
- Responsible for the accurate production and documentation of business, personnel, and other data systems related processes.
- Plan and lead projects to develop and improve the collection of data for analysis and reporting.
- Create, manage, and maintain Microsoft Access, SQL, payroll, accounts payable, accounts receivable, benefits management, budget development software, and other related databases.
- Provide Tier II, Tier III (and Tier I as needed) support of desktops and desktop software.
- Manage external relationships/contracts with vendors and consultants in collaboration with the Chief Technology Officer.
- Coordinate with others in the Data Division, Information Technology Department, and other departments and schools in the District to develop and maintain staff and student data quality.
- Fulfills requests for data from staff and others.
- Implements training of district staff on proper and efficient use of systems and data entry.
- Performs extracting, importing, and exporting of data in various database applications.
- Lead the implementation, testing, integration, and validation of data and software systems.
- Audits data, processes, and procedures on a regular basis to ensure data integrity and quality.
- Perform data reconciliations to identify and correct anomalies.
- Assist in preparation of data reports, training materials, business presentations, publications, and other materials with a high level of customer service.
- Responsible for the maintenance, backup, consistency, and security across all databases.
- Researches and evaluates new related products and software.
- Communicate with other staff members and present data on a regular basis in a clear and concise manner.
- Ensure District compliance with any and all data confidentiality regulations such as HIPAA and FERPA.
- Manages database security by maintaining access control policies and procedures.
- Participates in disaster recovery testing with Systems and Infrastructure Divisions.
- Effectively manage division staff as assigned.
- Work with vendors and other third parties in order to build secure data connectors to automate data import/export to and from various external systems.
- Perform other duties as assigned.

Qualifications

Successful Experience in:

- Proper operation, use, and application of a variety of computer hardware and related peripherals.
- Principles of computer technology, hardware operating systems, server technology, database software, networks, and other related technologies.
- Principles of computer, server, and database software technologies, including word processing, spreadsheet, database, graphics, desktop publishing, and other related software.
- Basic computer and peripheral maintenance methods, backup procedures, and data storage.

Education: Bachelor's Degree in Computer Information, Computer Science, or equivalent is required.

Experience: Two years of related work experience and/or college level courses, which would provide expertise in the aforementioned areas is desired.

Must possess:

- Proficiency with multiplatform (MAC and PC) computer hardware and software.
- Excellent interpersonal skills and comfort providing technical support and customer service to end-users.
- Excellent oral and written communication skills.
- Ability to review and interpret complex technical information and analyze situations to define issues and draw conclusions.
- Ability to perform multiple, technical, highly complex tasks with need to regularly upgrade skills to meet dynamic job conditions.
- Flexibility to independently work with others in a variety of circumstances.
- Ability to write programs and code in order to automate tasks and processes on our systems
- Ability to convey technical information to nontechnical audiences.
- Must be team oriented, responsible, dependable, and possess a positive outlook. Must be energetic and thrive in a fast paced, multi-priority environment.

Ability to:

- Calculate figures and amounts such as grade point average, percentages, discounts, interest, etc.
- Read, analyze, interpret, and implement technical manuals, procedures, government regulations, state reporting requirements, correspondence, and other related materials.
- Solve problems by analyzing processes and procedures.
- Be team oriented, responsible, dependable, and possess a positive outlook. Must be energetic and thrive in a fast paced, multi-priority environment.
- Ability to perform multiple, technical, highly complex tasks with need to regularly upgrade skills to meet dynamic job conditions.
- Effectively manage division staff.

Licenses and certificates:

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

US Proof of Residency

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting 30 - 40 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

FLSA Status

Exempt

Approval Date

N: 5-7-14

Salary Range

12

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.