SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager of Data Systems	**REPORTS TO:**	Assigned Supervisor
DEPARTMENT:	Technology Department	**CLASSIFICATION:**	Classified Management
FLSA:	Exempt	**WORK YEAR:**	225 Days
BOARD APPROVAL:	January 26, 2021	**SALARY:**	Range I2 / Tier IV Management Salary Schedule

SUMMARY DEFINITION: The Manager of Data Systems oversees the integration of all district data platforms to ensure that data is shared efficiently, is accurate and secure. This position provides high-level data integration between multiple district data systems and creates database reporting applications in order to meet the instructional and operational needs of the district.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E= Essential Functions

Designs, implements, monitors and maintains the effective integration of data between various data sources. **E**

Investigates, understands, describes and documents data contents in transaction systems. **E**

Determines need for implementation of scripts and web applications for gathering and maintaining database information. **E**

Supervises, coordinates and provides direction to technology staff who manage district data systems.

Creates, updates Data Governance documentation so that it stays relevant to district data systems, access, and security. **E**

Supports effective sharing and utilization of data across applications, multiple platforms and departments, which includes planning and execution of data migration processes. **E**

Utilizes data privacy and security protocols to work with district staff to ensure system and data integrity, including analyzing underlying causes of problems. **E**

Coordinates, designs and implements requests for new system integrations, programming requests and support activities. **E**

Applies and analyzes functional requirements to make recommendations for efficiency, database management and connections, and technology solutions. **E**

Cross-checks and debugs information obtained by integration for use in reporting. **E**

Prepares and maintains a variety of records and reports related to assigned activities. **E**

Communicates with administrators, end users, vendors, service providers and other outside organizations to coordinate activities, programs, schedule work, resolve issues. **E**

Analyzes business and instructional practices to identify potential areas for improvement and apply technical principles and concepts to develop business solutions. **E**

Resolves difficult and complex application problems through analysis and effective utilization of technical staff, coordination with other information technology staff, and use of vendor contracts. **E**

Keeps up to date on business application development and implementation, trends in K-12 technology, database architectures, technologies, and methodologies, and attend training classes as necessary. **E**

Monitors quality assurance and security procedures for business and student applications. **E**

Develops and delivers usage metrics analysis and reports to illustrate system, transactions and data usage by site and correlate said metrics to priorities for data related initiatives. **E**

Provides documentation of district enterprise data in the form of data flows, data models, data schema, etc. **E**

Defines and implements action plans to resolve problems and threats to district data systems and develops; implements appropriate processes and procedures to continually enhance the quality and integrity of district enterprise data. **E**

Confers with representatives from administrative or instructional departments to gather data, facts, or information concerning requests for, and uses of, enterprise data. **E**

Promotes effective sharing and utilization of common data across applications, multiple platforms and departments, which includes planning and execution of data migration processes. **E**

Trains, directs, guides, coaches, evaluates, supports and disciplines assigned staff. **E**

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:
Any combination of experience and education equivalent to: graduation from an accredited four-year college or university with a computer science or related degree; three years of experience in a technical support role and in an MIS environment in a large organization, including at least one year of project management experience, and one year of experience in management, operation and supervision.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver's License.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:
Proficient ability to use a personal computer, software and databases specific to the District, Internet, and Email. Ability to use telephone, cellular telephone, copy machine, printers, scanning devices, and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:
Macintosh OS, Windows OS, Linux, MySQL, MS SQL Server, Oracle, productivity software applications including word processing, spreadsheets, and database management programs.
Principles and practices of application analysis, debugging, testing and security.
Structured Query Language (SQL), database design and development techniques, Advanced programming languages preferred.
Local area networking and personal computer communications.
Records storage and handling techniques.
Ability to articulate and understand complex issues and facilitate effective problem- solving.
Principles, techniques, procedures and developments for database development and management.
School operations and data management requirements.
Complex computer systems design, analysis and operations, with a background in managing integrated database file structures.

ABILITY TO:
Articulate and understand complex issues and facilitate effective problem- solving.
Troubleshoot and resolve, in person and by telephone, problems experienced by database system users.
Maintain accurate records of software licenses, versions and installations.
Work without close supervision.
Prioritize tasks and meet deadlines.
Design, develop and implement new system applications.
Test and debug programs for accuracy and reliability.
Anticipate impacts in other areas, processes and data sets when changes and modifications are made to district systems and integrations.
Maintain harmonious working relations with school officials and other employees.
Follow oral and written directions.
Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Maintain insurability to drive a personal vehicle on the job.
Read and write English at a level required for satisfactory work performance.
Move heavy materials and equipment.
Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
Write reports, business correspondence, and procedure manuals.

LANGUAGE SKILLS:
Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
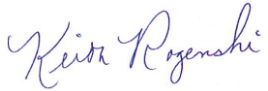

WORKING CONDITIONS:
Office environment; drive a vehicle to conduct work.

PHYSICAL ABILITIES:
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

APPROVALS:

1/29/2021
_____
Keith Rogenski   Date
Assistant Superintendent, Human Resources

2/1/21
_____
Dr. John Malloy   Date
Superintendent