Killeen Independent School District
Job Description

**Job Title:** Database Administrator
**Reports To:** Database and Business Intelligence Manager
**FLSA Status:** Exempt

**SUMMARY**
Responsible for administering and maintaining all KISD databases. Responsibilities include but are not limited to installing/configuring database and related software on a server, ensuring data consistency, database mail, compatibility, database optimization, setting up jobs, creation of linked servers, database backups, understanding of all data elements, technical documentation and related troubleshooting. Develops and recommends standards in data definitions, maintains database security, assist technical staff with database design and perform routine database management of applications and data extractions. Manages database objects (primarily tables, stored procedures, views and functions), and develops data validation edits for daily data integrity, development of BI Reporting, ETL and web-based applications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Configure and maintain database servers, backup systems, security and processes, including monitoring of system health and performance, to ensure secure, high levels of performance, and availability.

Apply data modeling techniques to ensure development and implementation support efforts meet integration and performance expectations.

Refine and automate regular processes, track issues, and document changes.

Perform scheduled maintenance and support release deployment activities after hours.

Share domain and technical expertise, providing technical mentorship and cross-training to other peers and team members.

Work with team members to build knowledgebase and provide backup assistance when necessary.

Document changes and process along with completing the work; regularly communicate development status.

Understand and follow industry best practices in all work performed.

Develop and maintain working relationships with a diverse group of district users to gain an in-depth understanding of the district's business processes to support the delivery of usable information.

Develop and update technical documentations and specifications.

Implement stored procedures and effectively query a database.

Assist developers with complex query tuning and schema refinement.
Develop data validation edits using data editing tools available.

Create/update web-based applications using coding tools available.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE
Bachelor's degree in Computer Science, Information Systems, or equivalent area, and three or more years’ experience writing code in a client/server environment; or associate’s degree in Computer Science or equivalent area, and five or more years’ experience in writing code in client/server environment; and extensive experience in the use and knowledge of relational database concepts.

5+ years MS SQL Server Administration experience required. Experience with Performance Tuning and Optimization, using native monitoring and troubleshooting tools. Experience with backups, restores and recovery models. Knowledge of High Availability (HA) and Disaster Recovery (DR) options for SQL Server. Experience working with Windows server, including Active Directory.

OTHER QUALIFICATIONS
Experience working with restricted information and the aptitude in maintaining the integrity of sensitive data, preferred. Excellent written and verbal communication. Software application development abilities. Ability to organize and plan work independently, work in a rapidly changing environment, and to multi-task and context-switch effectively between different activities and teams.

LANGUAGE SKILLS
Ability to read and interpret documents such as rules and regulations, operating and maintenance instructions, and procedure manuals, to write routine reports and correspondence, and to speak effectively with users, staff and the general public.

MATHEMATICAL SKILLS
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume, and to apply concepts of basic algebra and geometry.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, and to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES
Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools. Ability to understand Board Policies and Administrative procedures and use a variety of operating systems to include UNIX and WINDOWS NT, and to work independently or in a team environment. Prefer experience working with restricted information and the aptitude in maintaining the integrity of sensitive data.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and to stand and walk. The employee is required to regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Occasional district-wide travel to multiple campuses, as assigned. The noise level in the work environment is usually moderate.

Revised Date: August 8, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.