NEWPORT NEWS ★★★ PUBLIC SCHOOLS

# Job Description

**Job Title**: Coordinator I Database Applications Development     **Supervisor:** Executive Director of Technology
**Position Code**: 1E13, AE13          **Pay Grade**: 41
**Job Classification**: Exempt          **Contract Length**: 245 Days

## Job Summary
Position is responsible for coordinating and managing the daily activities of the school division's database applications development operation and staff involved in the analysis, design, programming, implementation, and testing of database applications. Position supervises, trains, mentors, and assigns/monitors the work of Database Applications Analysts and Programmers.  Position evaluates proposed projects; provides project leadership; and designs large scale, complex database applications.

## Essential Duties
1.     Coordinates and manages the daily activities of the school division's database applications development operation.
2.     Supervises database applications analysts and programmers who analyze, design, program, implement, test, and provide technical assistance on database applications for the school division.
3.     Attends regular planning meetings with Technology team leads; establishes short and long range goals; and provides regular progress reports.
4.     Analyzes and prioritizes the workload of the department; assigns work to staff; and monitors the completion of assignments.
5.     Acts as the lead system analyst to support the Student Information Management System, eSIS, and other large scale database systems.
6.     Leads efforts to design, develop, and implement programs which monitor, analyze, and/or enhance eSIS and other software.
7.     Consults with various departments to conduct needs assessments for database applications and to review requests for applications projects.
8.     Evaluates the scope of proposed database applications projects; recommends whether applications should be developed in-house or purchased commercially; evaluates commercially available applications; and provides recommendations.
9.     Leads efforts in the preparation of detailed analysis, plans, diagrams, verification procedures, and data modeling/prototyping for proposed applications.
10.    Provides project leadership for large-scale database applications projects.
11.    Designs and implements large-scale, complex, custom database applications that meet user requirements using Access or Oracle programming tools.
12.    Develops system conversion plans and oversees the process of writing software for migrating existing custom databases into a web environment Oracle database.
13.    Leads efforts to develop interface software to link various databases.
14.    Develops training materials and presents formal training sessions to various employee groups on large-scale database applications.
15.    Assists with preparing budgeting and cost analyses of database applications operations.
16.    Maintains records and prepares necessary\ statistics and reports related to the division's database applications operations.
17.    Models nondiscriminatory practices in all activities.

## Other Duties
1.     Maintains an up to date knowledge of rapidly changing computer technology.
2.     Performs any other related duties as assigned by the Executive Director of Technology or other appropriate administrators.

## Job Specifications
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. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

## Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Must possess a Bachelor's degree in computer science, computer programming, or a related field and considerable related experience in a relational database applications development position within a large scale, multi user environment to include experience in a leadership/supervisory capacity; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Experience working with Oracle databases required. Experience with Enterprise Resource Planning (ERP) systems preferred. Familiarity with student information management, human resources, financial, and procurement software preferred. Must possess the ability to supervise, train, and monitor the work of database applications staff. Must possess extensive computer programming and systems engineering/design skills and an extensive working knowledge of the principles, practices, and techniques of relational database design, SQL, and database applications development/support using Microsoft Access and Oracle. Must possess excellent supervisory, human relations, organizational, and communications skills. Must possess the ability to establish and maintain effective working relationships with technology staff, administrators, and school personnel.

## Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** Assigned Staff
**Supervision Received:** Executive Director of Technology


**Approvals:**

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Supervisor                                                                                                                Date


**I acknowledge that I have received and read this job description.**

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Employee Name (Print)                      Signature                                                      Date


Revised 6/10 (BB)