

Lyons Township High School District 204

Position Description

Technology Services

TITLE:	Database Analyst
REPORTS TO:	Database Administrator
TERM OF EMPLOYMENT:	12 month
SALARY RANGE:	\$40,000 - \$50,000
POSITION SUMMARY:	To support the CIMS School Administrative Systems, data warehouse and analysis applications, data-driven decision-making toolsets, and other database systems with a high degree of user satisfaction and technical expertise.

PREFERRED QUALIFICATIONS

1. Minimum of Bachelor's Degree or equivalent course time, with a major in the area of Computer Information Systems, or similar field of study.
2. Minimum of 2 years experience with database design.
3. Minimum of 2 years experience with MS SQL 2005 and MS SQL 2000.
4. Demonstrated working knowledge of the following areas:
 - A. Ability to create ad-hoc queries and create reports based on data from multiple sources
 - B. Ability to train users regarding how to create simple reports and self-service queries
 - C. Ability to backup and restore database tables
 - D. Ability to establish and maintain working relationships with a variety of people
 - E. Ability to repair corrupted databases
5. Minimum of 1 year experience with Microsoft Access and Excel.
6. Minimum of 1 year experience with IBM iSeries (System i – AS/400) midrange systems.
7. Minimum of 1 year experience with RPG, CL languages and DB2.

RESPONSIBILITIES

1. Assist the maintenance of all database applications including, but not limited to, the District's data warehouse and data-driven decision-making toolsets.
2. Perform daily tasks including, but not limited to, data set design, construction and import, report processing, end-user support, and system operations.
3. Develop and implement statistical and analytical reports, as needed.
4. Improve and document regularly scheduled functions to efficiently and effectively support user needs.
5. Tune SQL and DB2 databases to enhance user productivity.
6. Assist the management of the District's iSeries (System i - AS/400) midrange systems, including applications supporting the Student Administration, Payroll, Personnel, Finance and Budget Systems, by attending to related functions including security, operations, hardware & software upgrades, troubleshooting, communications, system performance, disk space utilization, backups and recoveries.
7. Provide hands-on, individualized training to District staff.
8. Monitor and analyze technology industry trends and how they relate to District needs.
9. Adhere to established trouble ticket procedures, timelines and resolution requirements.
10. Other duties as assigned by the Database Administrator or Director of Technology.

EVALUATION

1. Upon employment, employee will be put on a 120-day performance review probationary period.
2. Upon successful completion of 120-day probationary period, employee will be evaluated annually.