



Pittsburgh
Public Schools

EXCELLENCE
FOR ALL

The Pathway to the Promise.™

Pittsburgh Public Schools

**We Dream Big.
We Work Hard.
We Promise.**

**Database Administrator
Technology Department
1 Position Available**

Database Administrator Technology Department

Residency: City of Pittsburgh Residency Required

FLSA Status: Exempt

Work Year: 12 Months

Salary Plan: Support Exempt Level 7

Posting Notice: 2

Posting Date: January 5, 2010 – Until Filled

GENERAL RESPONSIBILITIES

Database Administrator coordinates and manages the day-to-day strategic maintenance of the database environment, designs and develops the database schema and scripts within the Office of Information & Technology. The selected candidate will play an integral role in the design, development, and evolution of information systems using advanced tools and techniques. This position reports to the Coordinator of Server Infrastructure & Support.

- Provides for the day-to-day maintenance of the production, test and development databases.
- Administers the release of database objects from development into production.
- Administers support for database queries and schema for the development team.
- Importing and exporting of data in/out of databases, verifies Data Bridges functionality and accuracy.
- Designs and creates the database objects such as scripts for utilities of information update and change.
- Develop, design, and implement backup and restore procedure for database applications to insure a successfully disaster recovery
- Collaborates within the Systems group to insure database application functionality and configuration.
- Resolves and monitors all database performance issues.
- Responsible for the design, installation, troubleshooting, patching and security of databases.
- Provides troubleshooting for all District Application/Database issues
- Assists in how to design, implement, and develop standards for the development databases, vendor services, business needs, and equipment configurations and functionality.
- Interact with outside vendors to obtain technical support as necessary
- Provide on-call 24/7 services as needed
- Respond and resolve Call Tickets for Database items as necessary
- Creates all support documentation for database systems
- Responsible for preparing status reports.
- Assists in creation of database troubleshooting procedures as necessary for Call Center
- Responsible for knowledge and proficiency of multiple windows client and server operating systems.

QUALIFICATIONS

Strong oral and written communication is required.

1. General Education: Bachelor's Degree in Computer Science, Information Science, or an equivalent combination of 3 Years minimum of technical experience and education.
2. Vocational Requirements: Minimum three years database management experience in an enterprise size business or educational environment. Demonstrates significant hands-on experience with Microsoft SQL Server 2005 and/or greater in a multi-user environment and demonstrates mastery of using Microsoft Office Professional tools. Proficiency with multi-vendor desktop and server configurations and functionality, extensive query, application maintenance and performance, clustering, backup and disaster/recovery design and support. Knowledge of relational database technology, transaction processing procedures, and advanced modeling and design tools is required. Demonstrated ability to collaborate successfully with staff and projects and to insure future growth and functionality. Valid PA driver's license.

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

APPLICATION INSTRUCTIONS:

All interested applicants must apply and attach an updated resume via the Pittsburgh Public Schools Application Process by the Posting closing date in order to be considered for a position with the Pittsburgh Public School. Please click on the appropriate link below to apply.

Current PPS Employees, please apply using the link below:

<https://apply.pps.k12.pa.us/internal>

Outside Applicants (External), please apply using the link below:

<https://apply.pps.k12.pa.us/external>

Other Information:

Certain transfers and promotions, pursuant to state legislation, may require an employee or interested applicant to obtain an Act 151 Clearance at a cost of \$10, an Act 34 State Criminal Clearance at a cost of \$10, and an Act 116 FBI Clearance at a cost of \$36 paid for by the interested applicant or employee. Negative reports will be reviewed on a case by case basis and appropriate action will be taken.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities.

For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516; Fax (412) 622-7968.

More about the Pittsburgh Public Schools and our vision of *Excellence for All*

At PPS, we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work.

At the Pittsburgh Public Schools and are working hard everyday on behalf of the many children that we are privileged to serve. For the past three years, we have improved student achievement through the deliberate sequencing of strategies, commonly referred to as *Excellence for All*. In July 2009, Pittsburgh Public Schools became the largest school district in Pennsylvania ever to achieve the national standard for improvement: Adequate Yearly Progress (AYP).

But our ambitions are much higher, for we know that today more than ever, education defines life opportunity. The completion of not just high school, but *education beyond high school* is new standard of attainment for every student.

As a community, we have united around this goal to create game-changing conditions to promote success. The launch of *The Pittsburgh Promise* in 2008 is one example. With \$135 million in commitments already made to *The Pittsburgh Promise*, our community has eliminated money as an obstacle to higher education for at least a generation of students in the Pittsburgh Public Schools.

As the next building block in *Excellence for All*, we have developed a plan to support and empower effective teachers. Our planning has been done in collaboration with the leadership of the Pittsburgh Federation of Teachers (PFT). The plan, entitled *Empowering Effective Teachers in the Pittsburgh Public Schools*, is available at www.empoweringpittsburghteachers.com.

This is an exciting time to be a part of a great organization at the forefront of innovation in urban public education. Access to a high quality of education for all children in America is an issue of social justice. We are seeking talented individuals to join this vastly important and rewarding work.