



JOB DESCRIPTION
Senior Database Analyst

DIVISION: Office of Performance & Information Technology (PIT)	GRADE: 132
DEPARTMENT: Data & Information Group	WORK DAYS: Annual
REPORTS TO: Director (Analytics & Accountability)	FLSA STATUS: Exempt
CLASSIFICATION: Classified	DATE: 3/30/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Senior Database Analyst works with a cross-section of internal IT partners as well as outside consultants and the management team to provide advice and guidance on data warehousing approaches/solutions and use of data warehousing methodologies for business intelligence, data population, data management, metadata management, and database administration. Responsible for implementing data integration strategies which include validation of source data from various business applications and the use of data in management reporting. Creates a perfect SQL server infrastructure running on latest Microsoft and VMWare technology to support all current and future District IT needs. Works closely with Microsoft and VMWare technical leads in solving critical issues.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's degree in Computer Science or a related field required.

CERTIFICATION/LICENSE:

- Certification in database administration for Microsoft required.

WORK EXPERIENCE:

- 5 years of direct experience as a MS SQL Server DBA supporting large Data Warehouse implementations, administration, and support.
- 10 years of experience in an information technology environment, with an understanding of networking, personal computers, and SANs.
- Must have experience with MS Windows Server, SQL SERVER 2008, Replication, Mirroring High Availability (cluster servers) and DB clustering.
- Strong expertise with data warehousing and business intelligence tools using Microsoft products including SSIS, SSAS, and SSRS.



KNOWLEDGE, SKILLS & ABILITIES

- Deep applied knowledge of database systems common to the educational setting.
- Ability to perform database modeling as well as logical and physical architecture and installations.
- Experience optimizing performance of databases, capacity planning as well as performing backup/recovery, troubleshooting and maintenance.
- Strong problem solving skills and ability to make sound decisions.
- Ability to work effectively with colleagues including school-based personnel, community members, and external customers and vendors.
- Excellent verbal and written communication skills.
- Effective customer service skills.
- Great attention to detail and organizational skills.
- Proficient in Microsoft Suite, including Excel, Visio, PowerPoint, Outlook.
- Ability to effectively multitask with close attention to schedules and deadlines.
- Ability to work well independently and within a team.
- Ability to be flexible and adapt as needed between in-person environments.

ESSENTIAL DUTIES

- Performs database, application and system architecture designs, database modeling and logical and physical architecture and installation of SQL Server 2008 R2 on VMware environment.
- Performs database maintenance and tuning including monitoring, troubleshooting and optimizing performance of the databases; capacity planning including allocating system storage and planning future storage requirements.
- Analyzes and troubleshoots disk, network, memory, and CPU specific performance issues on high volume OLTP servers.
- Develop backup/recovery, DR strategy, plan, perform and monitor database backups.
- SQL Server installation and configuration.
- Develops database physical architecture, performs installations, ensures adequate backup and restore policies are in place.
- Create high capacity resilient SQL infrastructure using various clustering techniques.
- Develop ETL processes including hands-on ETL development and review of ETL load jobs for consistency and quality.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.



Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.