

TECHNICAL DATA SPECIALIST (SCHOOL DISTRICT)

414-S

DISTINGUISHING FEATURES OF THE CLASS: This position involves input of data and management and maintenance of a variety of database systems in a school district. The incumbent will enter data into a variety of databases, create new databases, using software tools and produces reports from existing databases. The individual in this class is responsible for developing and generating custom reports and producing data extracts in a variety of formats. Work is performed under the general supervision of the Director of Technology or under other appropriate administrative supervision with considerable leeway provided for the use of independent judgment.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Prepares, reviews , and maintains source data for entry to various database systems for the purpose of generating reports and for use in grant applications, when applicable;

Updates existing database records to maintain accuracy and correct syntax;

Provides technical instructions and support to teachers and other staff members on the operation of various database systems utilized by a school district;

Analyzes and resolves database system problems and performs troubleshooting functions, when possible;

Forwards unresolved problems internally or to appropriate vendors;

Designs and creates various database applications;

Develops and conducts regular database maintenance procedures;

Maintains written procedures for all database systems;

Generates reports for the Board of Education, administrative and instructional staff;

Serves as a liaison between staff, vendors and the administration on matters regarding database systems.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the use, operation and routine maintenance of computer hardware and peripheral devices; good knowledge of office automation products, including data base, spreadsheets and word processing; good knowledge of office terminology, procedures and equipment; ability to keyboard accurately and at a reasonable rate of speed; ability to complete complex tasks independently; ability to follow oral and written instructions; and ability to establish and maintain working relationships with a variety of staff individually and in small groups.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in the area of computer science, computer technology, database structures, programming or a closely related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in the area of computer science, computer technology, database structures, programming or a closely related field and two (2) years of experience in the area of data processing, database management or a related field; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above.

NOTE: *Accredited post high school coursework in the area of computer science, computer technology, programming, database structure or a related field may be substituted on a basis of three (3) credits being equivalent to three (3) months of required experience, up to a maximum of one year.*

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Originated: 02/18/04

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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