



Job Description

POSITION TITLE: Coordinator IV, System and Database Specialist #6320
CodeStack
Professional Learning and Support

SALARY PLACEMENT: Management Salary Schedule
Range 14

SUMMARY OF POSITION:

Under the direction of the Division Director of CodeStack and the Infrastructure and Security Services Director, assumes a lead role in the analysis, testing, implementation, and support of a number of large state/nationwide computerized information systems. Design, test, maintain and document database systems; install and maintain systems software on Windows and Windows servers, provides guidance and assistance in the design and maintenance Codestack's hosting platform.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree from an accredited College or University with a concentration in computer-related technology and/or Business Administration or equivalent experience in management information systems.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of increasingly responsible systems and database administration in a large scale information technology environment; experience in educational administrative systems; Microsoft SQL Server, or similar RDBMS experience with ETL technologies is desirable; Windows and Windows server software experience; Server Virtualization experience ;working knowledge of PC based applications and hardware; working knowledge of TCP/IP networks and their devices; experience supporting custom developed applications. Database management training and experience in the design and implementation of database management systems including full backup and restore techniques. Experience with a major cloud provider such as Microsoft Azure or Amazon AWS. Experience providing advanced technical and project support for a large and diverse SaaS hosting environment is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Office software (Windows, MacOS, Office 365, etc.)
- principles and methods of server design, implementation, and management
- capabilities and limitations of Linux/Unix, Windows, and Windows server family software
- utilization of PC based personal computing systems
- Microsoft SQL, or similar database management systems
- other database technologies NoSQL, REDIS etc. a plus
- California K-12 specific requirements, including but not limited to California Ed Code, SOPIPA and Public Records Act; familiarity with a wide range of federal requirements, including but not limited to COPPA, CIPA, FERPA, PPRA, HIPAA
- networking and system administration for Windows Servers, IIS, SQL Server, e-mail services
- managed virus protection, automated patching, and imaging
- common office equipment cell phones and tablet devices, documentation concepts
- cloud providers (Azure preferred or Amazon AWS)
- networking concepts (firewalls, switches load balancers etc.)

- virtualized server environment (VMWare preferred or Hyper-V)
- secure IT Practices
- technology project planning and budgeting

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- flexible based on program needs
- create and follow policies and procedures
- maintain and actively pursue personal knowledge of current industry trends and technological advancements within the computing field
- support IIS installations
- support custom applications (.NET Platform Preferred)
- manage an Active Directory including GPO's
- diagnose networking, hardware, and software issues

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represents the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Evaluate, configure, and maintain the following Enterprise environments: Windows Server, VMWare, network switches, firewalls, load balancers, virus protection, Microsoft Azure, and IIS.
14. Coordinate changes and security, test and implement the database, applying knowledge of database management systems.
15. Establish and calculate optimum values for database parameters.
16. Design and implement on-site and off-site backup processes and disaster recovery for all systems.
17. Responsible for the formulation of systems and database standards and assist in the creation of departmental policies and procedures.
18. Implement new and revised databases using RDBMS database software.
19. Install and maintain system software on Windows servers.

20. Analyze existing or proposed projects and requests to determine the feasibility for technical adaptation; prepare cost estimates for these proposed projects; documents and present written reports detailing the analysis performed.
21. Responsible for the research, planning, and implementation of new products and services that will enhance the technical productivity of the department and increase the levels of service to the user community.
22. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 50 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

Employees in this position will be required to work outside of normal workdays and office hours to meet operational deadlines and to provide computer service as needed.

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