

## STOCKTON UNIFIED SCHOOL DISTRICT

### DATABASE APPLICATIONS SUPERVISOR

#### DEFINITION

Provide supervisory expertise for the district financial, student and network applications and perform related duties as assigned.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Information Services, and exercises direct supervision over assigned staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Develop, implement and maintain applications security; perform evaluations of assigned staff.

Provides leadership for project management, technical reporting, standards development, and systems administration practices.

Assists administrative, instructional and support personnel to plan and implement a wide range of technology-based projects.

Oversees set-up and operations of the district financial and student applications.

Plan, organize, and implement protocols and processes for district database management.

Perform related duties as assigned.

#### QUALIFICATIONS

##### Knowledge of:

- Problem solving skills
- Record keeping techniques
- Evaluation approaches, strategies and techniques
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- District organization, operations, policies and objectives

##### Ability to:

- Supervise and evaluate the performance of assigned staff
- Work tactfully and effectively with significant organizational impact
- Communicate clearly and effectively both orally and in writing
- Provide technical information and assistance to others related to database management

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##### Ability to: (continued)

- Plan and organize work
- Maintain records and prepare reports

##### Experience and Education

Any combination of education, training, and experience equivalent:

- AA degree in computer science or related field
- A minimum of two (2) years of supervisory related experience (Additional related experience may be substituted for education on a year-for-year basis)

License and Certificates:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

Salary Placement:

Range 39 (12-month work year)  
Stockton Unified Supervisory Unit

08-21-02