

**SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT
Position Description**

TITLE:

Business Systems
Administrator

CLASSIFICATION:

Non-Represented
Management, Classified

Lead, oversee, and participate in the design, implementation, upgrading, monitoring, tuning, and troubleshooting of the district’s applications and tools, and system modules. **E**

Plan, implement and supervise projects; work with others on special projects to design and format system programs to achieve desired results; performs other special projects as assigned. **E**

Compile a wide variety of financial information and reports related to work assignments for the purpose of providing required documentation and processing information. **E**

Prepare financial information for a variety of stakeholders for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal, and administrative requirements. **E**

Develop specifications, design, and implementation of database queries, scripts, views, tables, and structures; provide database monitoring, performance tuning, troubleshooting, query development, replications, and data mining. **E**

Lead, oversee, and participate in determining data elements and structures that need to be accessed and extracted, moved and loaded, validated and cleaned, and standardized and transformed. **E**

Provide advanced technical support for the district’s business services systems and applications; troubleshoot and resolve data integration and reporting problems; provide information, technical direction, and training to staff on activities required to implement projects, upgrades, new procedures, and techniques. **E**

Maintain business correspondence and communication techniques in day to day operations, training presentations and meetings. **E**

Knowledge of complex mathematics to perform calculations and statistical computations. **E**

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(Provide support for district systems activities with specific rMa i rs

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Alternative work schedule may be mandatory to prevent end-user interference.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Data warehouse and systems architecture, including the development of logical and physical data models including multidimensional data cubes, metadata, and data marts.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Implement system software and data changes in accordance with security and change control policies. Work individually, as well as part of a collaborative team.
- Establish and maintain cooperative relationships with others.
- Communicate effectively, both orally and in writing. Alternative work schedule may be mandatory to prevent end- user interference.
- Develop policies, procedures, functions and principles of information systems; accounting and record-keeping principles, methods and practices.
- Operate a computer, related software, and standard office equipment.
- Provide leadership, guidance, and training to other technical and non-technical personnel.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; subject to noise from equipment operation.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, inspect manuals and other written materials with fine print, print

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