

## PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:  
Pay Grade: E08

FLSA: Exempt  
PTS

### **DATABASE ADMINISTRATOR**

#### **REPORTS TO:**

Director, Application Support and Development

#### **SUPERVISES:**

Senior Application Specialist  
Programmer Analyst

#### **QUALIFICATIONS:**

IT-related bachelor's degree from an accredited college or university preferably in MIS or a related area plus five (5) years progressively responsible experience in programming, systems analysis, systems design work, database programming experience writing and maintaining complex database objects using Microsoft SQL Server to include three (3) years of information systems project management experience. Database management and experience using DB2, MySQL, SQL Server Integration Services, SQL Server Analysis Services and SQL Server Reporting Services is required. Experience with hardware and applications required; or an equivalent combination of education, training, and related Pinellas County School Board experience. Microsoft technology certification desired in Microsoft Certified Professional (MCP), Microsoft Certified Application Developer (MCAD), Microsoft Certified Solution Developer (MCSD), and/or Microsoft Certified Database Administrator (MCDBA).

#### **MAJOR FUNCTION**

Responsible for creating data structures and database management capabilities to enable the development of application solutions involving operational databases and solutions utilizing business intelligence and data warehousing databases. Accomplishes this with strong troubleshooting, performance tuning skills, strong problem-solving, and analytical and diagnostic skills.

#### **ESSENTIAL RESPONSIBILITIES**

- Ensures high availability, security, and integrity of assigned databases
- Implements data models and database designs and enables applications with efficient backend access and processing
- Resolves database performance, capacity, replication, and other distributed data issues
- Installs and configures Database Management Systems (DBMS) and applicable service packs and/or patches
- Develops and implements database maintenance plans, including performing integrity checks, updating statistics, and monitoring security and hardware resource utilization
- Establishes regular backups of databases and transaction logs
- Manages logins and user accounts, including assigning database object permissions and ancillary privileges
- Schedules and manages jobs for data transfers and sundry procedures and monitors performance and impact on operations
- Participates in data modeling and database logical and physical design
- Upgrades patches, configurations, backup, and maintenance of database installation
- Designs and physically implements Online Transaction Processing (OLTP) and Data Warehouse databases
- Creates physical database structures (e.g. tables and table spaces) and related documentation

## DATABASE ADMINISTRATOR

### ESSENTIAL RESPONSIBILITIES (Continued)

- Ensures technical metadata entries are accurate and complete when new or modified databases are moved to production
- Transforms logical data architectures into physical data designs according to database design best practices
- Provides testing and performance tuning support
- Develops scripts to automate routine and repetitive database administration tasks
- Creates/tunes/optimizes indexes, stored procedures, Data Transformation Services (DTS)/SQL Server Integration Services (SSIS) packages and SQL jobs
- Participates in application development processes and code reviews of database objects
- Analyzes long-term database performance trends to optimize database and application performance
- Configures database server to work with middleware, web servers, and Online Analytical Processing (OLAP) tools
- Configures, supports, and optimizes replication
- Assists teammates with performance testing and code collaboration
- Reviews proactively the SQL systems for defects or improvements
- Provides At-the-Time investigations of performance issues (blocking, excessive resource consumption)
- Determines causes of free space consumption (log or data file growth, extraneous files, new databases)
- Analyzes large environment utilizing PowerShell and other management tools
- Works as part of a team on projects and program initiatives which are moderately complex
- Leads small projects; often works on multiple complex projects
- Works primarily with database analysts, database administrators, data architects, application development teams, production support teams, technical engineering teams, and reference architecture teams
- Works with data architects and/or other database administrators to identify process improvements to support delivery of business and IT strategy
- Works with application development teams to define needs and translate into technical deliverables
- Works as part of a team of data management professionals supporting a portfolio of development projects both regional and global in scope
- Monitors work of vendor partner resources and database analysts
- Provides guidance to new team members
- Adheres to data modeling guidelines, best practices, and data governance and standards
- Sets-up and schedules data replication, backup, and recovery to meet requirements and standards
- Promotes adherence to and participates in the creation of database-related best practices, policies, procedures, and associated processes
- Assists in and influences the future direction for all database-related products, utilities, and tools
- Develops physical data architectures that enable robust and extensible solutions that meet both short- and long-term business requirements
- Focuses on the customer and client
- Drives innovation and change
- Continues familiarity with project life cycle methodology and the database administrator role, as well as other development project roles, e.g. business analyst and differentiated accountability within the methodology
- Designs and develops relational (and optionally hierarchical) databases, including ability to design for performance, scalability, availability, flexibility and extensibility, meeting security requirements
- Responsibilities include database deliverables; may be involved in all aspects of the development life cycle.

## DATABASE ADMINISTRATOR

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none"><li>• Conducts project management for new technology initiatives that relate to customer service and applications</li><li>• Advances the mission of providing exemplary service for district technology users to ensure complete customer satisfaction</li><li>• Monitors trends and impact of customer service needs and expectations</li><li>• Monitors and assesses capacities and directs the allocation of district technology resources to efficiently meet needs</li><li>• Solicits quality assurance input from technology customers</li><li>• Makes and implements decisions that address customer problems</li><li>• Participates in development of software and hardware standards for customers</li><li>• Meets with sales representatives and technical staff on hardware and software advancements to provide high-quality technology tools for customers</li><li>• Directs the implementation of recommended updates and changes in hardware and software</li><li>• Assists with departmental budget preparation and participates in long-range planning sessions with other management-level personnel</li><li>• Represents district interests and needs to vendors, user groups, and related entities</li><li>• Manages vendor contracts and relationships</li><li>• Creates customer relationships that support district strategic directions</li><li>• Performs other related duties as required</li></ul>
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 10/13 LM, BOARD APPROVED:

## DATABASE ADMINISTRATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Database Administrator - PTS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 2205  
Pay Grade: Instructional

FLSA: Exempt

<b>COORDINATOR, OTHER - ADULT ESOL</b>
<b>REPORTS TO:</b> Managing Officer, Adult Education
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university. Florida Department of Education certificate in an academic field. Demonstrated ability in oral and written communication skills, planning, and organization. Three (3) years related professional experience.  <b>PREFERRED:</b> Adult ESOL teaching experience.
<b>MAJOR FUNCTION</b>
Responsible for providing curricular and technical support to teachers and administrators for adult English for Speakers of Other Languages (ESOL) classes.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Coordinates the development and implementation of curriculum, required student assessment procedures, and performance reporting for adult ESOL programs</li><li>• Provides ongoing support to teachers and administrators in implementing adult ESOL classes</li><li>• Visits and monitors class sites regularly, day and evening, to provide instructional resources and maintain interagency communication</li><li>• Promotes and develops onsite adult ESOL classes in community-based and school facilities in collaboration with school administrators</li><li>• Develops and provides appropriate professional development training for teachers</li><li>• Evaluates, recommends, and distributes published instructional materials, instructional software, and online instructional resources to teachers.</li><li>• Assists with orientation and onsite induction of new teachers.</li><li>• Assists with adult education grant development and implementation of grant activities and reporting</li><li>• Performs other related work as required</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
Issued: 9/13 LM, BOARD APPROVED:

## COORDINATOR, OTHER - ADULT ESOL

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds					
3. Lift objects weighing 51 to 100 pounds					
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds					
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Other - Adult ESOL – INS

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: D13

FLSA: Non-Exempt  
Supporting Services

<b>SCHOOL BROADCAST TECHNICIAN</b>	
<b>REPORTS TO:</b>	Program Coordinator, Library Media
<b>SUPERVISES:</b>	Not Applicable
<b>QUALIFICATIONS:</b>	High school diploma or GED plus five (5) years experience in a television- or media-related field to include experience in broadcast television electronics, broadcast systems design, maintenance, operation, and non-linear editing OR the equivalent of education, training, and experience.
<b>PREFERRED:</b>	Associate's degree from an accredited college or university. Experience in commercial television news/production and in posting videos to the web and other web-based video applications. Verifiable training as a studio assistant, studio technician/edit assistant, or television production/edit technician.
<b>MAJOR FUNCTION</b>	
Performs advanced, technical, specialized work in the design, layout, installation, operation, and troubleshooting of TV studios, traditional and non-linear video production, and media distribution equipment in school library media centers. Trains others in techniques, methodology, and operations. Work is performed independently and is reviewed through conferences and results obtained.	
<b>ESSENTIAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>• Coordinates all web-based content for district including professional development models and district news distributions</li><li>• Assists in professional development training for TV production students and teachers</li><li>• Oversees compliance and contributes to the FCC substantial service mandate report required by leasing channels</li><li>• Mentors in developing knowledge and expertise in TV production maintenance</li><li>• Plans, designs, and coordinates the expansion of Instructional Television (ITV) facilities, which includes preparation of procurement specifications and participation in the development of long-range instructional television planning</li><li>• Writes technology specifications for new construction projects or for modifications to existing equipment and facilities</li><li>• Analyzes needs and compiles diagrams and project reports to determine and compose the technology educational specifications detailing scope of work, bidding procedures, and appropriate materials to be used within constraints of governmental, DOE, and standard construction practices and procedures</li><li>• Recommends and prepares specifications based on knowledge of audiovisual, television production, and distribution for quality, quantity, size, and cost of materials used as instructional and managerial aides in classroom curriculum</li><li>• Applies professional knowledge and expertise to assess and recommend the purchasing of audio, video, and non-linear editing equipment, supplies, and related materials used by the schools and the Library Media Department</li></ul>	

## SCHOOL BROADCAST TECHNICIAN

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"><li>• Advises library information specialists on the purchase and use of video production equipment</li><li>• Oversees the installation and implementation of cable TV, satellite dishes, and closed-circuit TV or media retrieval systems in accordance with technology educational specifications</li><li>• Conducts training of library information specialists in video, audio, and lighting techniques and methodology, as well as the set up and operation of TV studio equipment, non-linear multimedia workstations, and head end/media retrieval</li><li>• Maintains and troubleshoots audio and video equipment, including school-based TV studios and head end/media retrieval systems</li><li>• Performs other related duties as required</li></ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 10/13 LM; BOARD APPROVED:



## SCHOOL BROADCAST TECHNICIAN

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

School Broadcast Technician – NR

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 7230  
Pay Grade: D09

FLSA: Non-Exempt

<b>SECRETARY / BOOKKEEPER</b>	
<b>REPORTS TO:</b> Site-Based Administrator	
<b>SUPERVISES:</b> Not Applicable	
<b>QUALIFICATIONS:</b> Graduation from a standard high school or possession of a GED plus two (2) years progressively responsible office experience, one of which should be in bookkeeping. <u>Passing of the Successful completion of PCSB Typing Test with a minimum typing speed of 45 wpm, and Successful completion of the PCSB Secretary/Bookkeeper Training Course.</u>	
<b>PREFERRED:</b> Demonstrated proficiency in computer literacy.	
<b>MAJOR FUNCTION</b>	
Performs varied and advanced, clerical and bookkeeping duties and general administrative duties. <del>in an elementary school.</del> Acts as a secretary performing a wide variety of clerical tasks requiring application of independent judgment and as a bookkeeper examining, analyzing, and verifying school fiscal records. Initially, incumbent works under close supervision but once tasks are learned, detailed instructions are received only in procedural changes. Work is performed under general direction and is reviewed through observation and audit of records.	
<b>ESSENTIAL RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>• Composes, takes notes, and signs routine letters; checks and proofreads keyed copy</li><li>• Maintains complex set of confidential school records, property files, and financial records; checks and posts invoices; processes work orders and payroll</li><li>• Makes appointments; receives callers; screens and routes phone calls and mail</li><li>• Provides information to departments/schools, outside agencies, parents, and the general public based on knowledge of school rules and regulations and school system policies and procedures</li><li>• Keys and processes requisitions for internal accounts; receives merchandise; receives and disburses monies from internal accounts; records deposits and withdrawals, <u>and</u> prepares bank deposits.</li><li>• Prepares monthly budgets and required internal accounting reports</li><li>• Prepares payrolls, monitors budget; may supervise activities of other clerical personnel</li><li>• Prepares moderately complex reports and summaries requiring specialized knowledge; independently researches records and files</li><li>• Applies knowledge of bookkeeping principles and practices; of office procedures, terminology, equipment, Business English, and math in performance of job duties</li><li>• Utilizes a computer for activities such as data entry/retrieval, word processing, and generation of reports</li><li>• Performs <u>other</u> related <del>work</del> <u>duties</u> as required</li></ul>	

## SECRETARY / BOOKKEEPER

### TERMS OF EMPLOYMENT

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*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88; REVISED: 7/90 MW (Title); BOARD APPROVED: 8/22/90; MQ'S REVISED: 9/91 PBL; BOARD APPROVED: 9/25/91; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM; REVISED D&R, PREFERRED, ADA 10/11 LM; REVISED FORMAT, MF, ER, ADA, 10/13 LM; BOARD APPROVED:

# SECRETARY / BOOKKEEPER

<b>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</b>	<b>Seldom Or Never</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Daily</b>	<b>Hourly</b>
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a computer					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Secretary / Bookkeeper NR