

## **DATABASE ADMINISTRATOR: ROLE AND RESPONSIBILITIES**

### **Background**

The Database Administrator, reporting to the Network Coordinator, plans, organizes and implements the activities and operations of the Technology Services Department.

### **Procedures**

The Database Administrator will have specific responsibilities for:

#### **1. Technology**

- 1.1 Continuously monitors and evaluates the efficiency and effectiveness of all database resources; identifies opportunities for improvement and provides recommendations to the Network Coordinator.
- 1.2 Implements the work plan for the Department; meets with staff to identify and resolve problems; completes work activities, projects and programs.
- 1.3 Participates in planning the installation of new organization-wide systems and applications; assists operating departments during the installation of new systems and applications for more specialized functions.
- 1.4 Reviews and evaluates software, hardware and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- 1.5 Implements adopted information technology plans, policies and standards, including a sound data standards and data security measures.
- 1.6 Maintenance of the Division's Databases and Data-Driven systems.
- 1.7 Provides high-quality data analysis in coordination with various members of GSSD Administration.
- 1.8 In consideration of the available budget as managed by the Network Coordinator, attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information technology; researches emerging products and enhancements and their applicability to Good Spirit School Division needs.
- 1.9 Monitors changes in regulations and technology that may affect operations.
- 1.10 Executes special projects, such as technology upgrades, for facilities that are being remodeled, etc.

#### **2. Confidentiality**

- 2.1 At no time should a Database Administrator discuss, in public, information pertaining to employees, students or the operation of the division. A Database Administrator is expected to respect the confidential nature of their position by

avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

3. Other Duties As Assigned

- 3.1 Performs other duties and obligations as assigned by the Network Coordinator.