

**YUOK TRIBE – JOB DESCRIPTION**  
**Database Manager Education**

Job Title:	<b>Database Manager Education</b>			Job Grade	<b>8</b>
Department	<b>Education</b>	Division	<b>Health &amp; Human Services</b>	Location	<b>Del Norte County</b>
Reports To:	<b>Education Director</b>			FLSA Status	<b>Non-Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE</b>					
Salary Range	\$24.88 to \$32.47				

**POSITION SUMMARY:**

Under limited supervision, the Database Manager performs specialized and technical activities to design, oversee and coordinate the Education database system and services; provides technical assistance and guidance to the staff by supporting and coordinating tasks related to the Education database system; serves as the main resource person for users of the database information systems. Incumbents are required to apply highly developed knowledge of computer hardware equipment and the Education software application.

**DUTIES AND RESPONSIBILITIES:**

1. Organizes various education data, test scores, student behavior data, school attendance, cultural and native language participation and performance, and other school performance data into a data system that is user friendly for staff, tribal departments, parents, and the community.
2. Performs student data management duties in a professional manner in partnership with numerous outside organizations including School Districts, Schools, Tribes, Community Based Organizations, Tribal Departments, non-profits, other data service organizations, and individuals.
3. Has an understanding of tribal and school related performance data needs and reporting systems.
4. Performs highly complex work in the development and maintenance of computerized information systems, on-line information systems, networks and servers. Resolves network problems and diagnoses server management issues.
5. Oversees and coordinates the planning, development and use of the Education automation systems and services, including hardware maintenance and the updating of software; installs and integrates personal computer software and hardware.
6. Analyzes, specifies, designs and tests new application systems to meet program needs.
7. Assists in the interpretations of Tribal, State, and Federal regulations to determine impact on assigned system functions; develops system modifications to ensure compliance with regulations including FERPA.
8. Participates in developing, implementing, and coordinating operating policies and procedures related to the Program's automated system.
9. Consults with and advises staff and users on technical problems, legal and system requirements, and tribal policies and procedures that impact operation of the computer system; solves system problems using available resources such as data processing or

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improved manual methods; tracks reported problems through resolution.

10. Authorizes system access to users.
11. Develops, generates and distributes Education-reports.
12. Tracks and coordinates new computer equipment purchases, and equipment maintenance and repair requests.
13. Provides technical assistance to all staff.
14. Performs related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position has minor supervisory responsibilities such as monitoring, reviewing and correcting subordinate staff work and providing education, consultation, and training to other casework staff on the TAS system.

**MINIMUM QUALIFICATIONS:**

1. Principles, procedures, techniques, nomenclature, and operation of computer systems.
2. Computer equipment maintenance procedures, hardware configurations, and operating principles.
3. Capabilities, limitations, characteristics, and uses of computer information systems, related hardware, various software application programs, and operating systems.
4. Training methods and techniques including interpreting automated information systems.
5. Organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of direction.
6. Ability to communicate and work well with others.

**EDUCATION/EXPERIENCE:**

Requires two years of college-level coursework in computer science, information technology or a related field and a minimum of four years of general computer installation, maintenance and repair experience or equivalent combination of education and experience.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must pass a comprehensive background check. Must not have misdemeanor/felony offenses related to controlled substance of alcohol or drugs within the past ten years, or any misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child or elder. Must pass a criminal background check and not have any criminal convictions against

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children, nor any convictions for Domestic Violence or crimes involving deception/theft/fraud. Must not have been convicted of a felony involving dishonesty within the past five years.

5. THIS POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630.
6. Requires travel and occasional work outside of regular work schedule
7. Valid California Driver’s license and insurability under the Motor Vehicle Policy during term of employment.
8. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
9. LANGUAGE SKILLS: Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
10. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
11. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand, and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
12. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date