



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER
1501 West Del Norte Street, West Covina, CA 917990 •(626) 962-5080 •Fax (626) 472-5125

DATABASE MANAGEMENT SPECIALIST

DEFINITION

Under the general direction and supervision of the Chief Financial Officer (CFO), supervise and perform a variety of data entry duties involved in student attendance accounting, record-keeping, and reporting activities; prepare, print, distribute, collect, verify, process, and file a variety of attendance records; operate a computer and assigned software to input, scan, update, and retrieve attendance information. This is a classified confidential position.

EXAMPLES OF DUTIES

1. Operate a computer terminal and perform MS Access programming and data entry duties involved in student attendance accounting, record-keeping, data research projects, and reporting activities.
2. Provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting.
3. Develop, update, and maintain data management systems utilizing MS Access for other departments, programs and research projects, based on organizational needs.
4. Prepare, print, distribute, collect, verify, process, and file attendance, enrollment, and other student data required for accurate record-keeping and data research projects.
5. Review forms for accuracy and completeness; make corrections as appropriate; duplicate materials as needed.
6. Input, scan, and download attendance and enrollment data into the appropriate computer system; prepare forms for downloading and scanning; establish and maintain related automated records and files.
7. Initiate queries and generate computerized reports; assure accuracy of input and output data.
8. Compile data and prepare and maintain a variety of records and ad-hoc reports related to attendance, enrollment, and activities assigned for special program needs.
9. Participate in the preparation of the student enrollment database; prepare and assemble enrollment and new semester packets.
10. Establish and maintain filing systems.
11. Assure ADA and other mandated reports are completed according to established time lines.
12. Record and process late-returning attendance forms as needed.
13. Prepare, distribute, collect and process student grade information.
14. Operate a variety of office equipment including a copier, fax machine, calculator, computer and assigned software.
15. Participate in a variety of other activities such as: answering phones, compiling student information, updating various forms, composing informational materials and correspondence, and ordering attendance supplies.
16. Communicate with personnel, administrators, schools, outside agencies and the public to obtain

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- and exchange information, and resolve issues or concerns.
17. Provide excellent customer service to all prospective students, current students, and staff.
 18. Perform other related duties as requested or assigned.

QUALIFICATIONS

1. Any combination of experience and training that would indicate possession of the knowledge, skills and abilities listed herein.
2. Two years of increasing responsible experience in the attendance office, supplemented by data processing and information technology college courses.
3. Possess strong oral and written communication proficiency.
4. Proficient in MS Word, Excel and Outlook.
5. Correct usage of English, grammar, spelling, punctuation, and vocabulary.

KNOWLEDGE OF

1. Student database management and research software systems.
2. Basic student attendance policies, procedures, terminology and attendance accounting methods.
3. Operation of a computer and assigned software.
4. Modern office practices, procedures and equipment.
5. Applicable State and Federal laws, codes, regulations, policies and procedures.
6. Record-keeping and report preparation techniques.
7. Data control procedures and data entry operations.
8. Record retrieval and storage systems.
6. Oral and written communication skills; exceptional organizational and social interaction skills.
9. Interpersonal skills using tact, patience and courtesy.
10. Methods of collecting and organizing data and information.
11. Basic mathematics.
12. Current technologies, personal computer, and associated office software, such as: MS Office Suite and database programs.
13. Correct usage of English, grammar, spelling, punctuation, and vocabulary.
14. Effective office principles, procedures, and practices including filing systems and maintenance, telephone etiquette, and report writing.
15. Customer service practices.
16. District rules, regulations, procedures, and policies.

ABILITY TO

1. Develop databases for data entry and retrieval based on District and Program needs.
2. Maintain and update student database using MS Access.
3. Operate a computer terminal to enter student data from various source documents and generate a variety of reports, lists, and records using MS Access.
4. Use independent judgment in performing difficult and responsible guidance work with accuracy.
5. Prepare clear and comprehensive reports.
6. Maintain current knowledge of computer industry and educational technologies.
7. Interpret, communicate, and apply laws, regulations, and District policies and procedures.
8. Pay attention to detail and make accurate calculations and assessments when analyzing and correcting complex errors.
9. Organize, plan, and implement a variety of tasks simultaneously, with multiple interruptions and

distractions.

10. Maintain effective and cooperative working relationships with staff, students, outside agencies, and the general public.
11. Collaborate with other departments.
12. Prioritize, multi-task, perform well under pressure, meet deadlines, and work a flexible schedule.
13. Understand and carry out oral and written directions.
14. Maintain confidential student records, files, and other sensitive materials.
15. Function in situations requiring tact and discretion.
16. Consistently display the highest level of integrity.
17. Maintain confidentiality.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit; and frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work primarily indoors in an office environment, and exposed to computers and other electronic equipment with potential exposure to electric shock. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule T, Range 30

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.