



## **Position Announcement: Database Manager at Pine Crest School**

**Pine Crest School is seeking a full-time Database Manager to begin immediately. The successful candidate will oversee the use of the Blackbaud Student Information System and other database systems.**

### **Responsibilities**

The Database Manager is responsible for analyzing and designing processes, creating reports, writing SQL queries, and integrating the flow of data between systems. The successful hire will play a key role in determining system requirements for and the implementation of enhancements and new database systems and will update and troubleshoot issues as needed. The Database Manager will work closely with School administrators to manage academic records, family information, and the school's financial data.

- Perform software updates and troubleshoot issues with Blackbaud, Schoology, Crystal Reports, and other related applications.
- Design and execute custom reports to maximize the usability and functions of Blackbaud.
- Analyze current processes for entering and accessing data and help to design, document, and implement more effective processes.
- Coordinate the processing schedules for interim and term grades.
- Assist Technology Managers in providing information and reports for School Administrators.
- Implement, document, and test new and existing API integrations with other systems.
- Evaluate and present recommendations for new Student Information Systems.
- Train and work with the Divisions and Departments to ensure their database and information needs are being met.
- Assist administrators make informed decisions about their database queries and personnel requirements.
- Set up new users and administer permissions in Blackbaud.
- Coordinate the implementation and documentation of Blackbaud customization requests, e.g., system, process or usability change.
- Employ strong and consistent communication and coordination among members of the Technology team.
- Exhibit a "user-friendly" attitude in dealing with students, parents, teachers, and all school personnel.
- Support of all other aspects of the Technology team on both campuses.
- Promote the highest level of Customer Service by completing tasks thoroughly and promptly.

### **Desired Knowledge, Skills, and Abilities**

- Demonstrate analytical skills to identify and resolve issues and problems
- Able to work on multiple projects/responsibilities with minimal supervision and meet/exceed deadlines; perform multifaceted projects in conjunction with day-to-day activities; self-motivated
- Comfortable in a fast-paced, team-oriented environment with a high level of professionalism

- Compose effective and grammatically correct correspondence
- Collaborate well with others
- Regularly use spreadsheet, database and word processing software; periodically learn new programs
- Demonstrate strong organizational skills, with extreme attention to detail
- Apply strong problem resolution skills; demonstrates good reasoning abilities
- Willing to accept additional responsibility or offer assistance when required to complete special job assignments
- Demonstrate strong time management skills
- Able to speak clearly and concisely, both in person and by telephone; exhibit excellent listening skills
- Identify and escalate sensitive issues to the supervisor as needed

### **Preferred Qualifications**

- Bachelor's degree
- 5 years' experience in Database Management, Data Systems, and SQL
- Specialized certifications: Oracle Database; MySQL; MCITP: Database Administrator

**The Application Process:** If you are interested in applying for this position, please email the following material to [employment@pinecrest.edu](mailto:employment@pinecrest.edu); please put "Database Manager" in the subject line.

- Cover letter explaining your interest in this position; highlight relevant experience
- Two-page resume