

P L E A S E P O S T

DATABASE APPLICATIONS SPECIALIST I

Date Posted: October 14, 2025
Closing Date: October 28, 2025 or until filled
Anticipated Start Date: As Soon As Possible
Department: Technology
Work Year: 52 Weeks

Summary: Seeking a skilled IT professional to coordinate and support the design, development, implementation, and maintenance of key financial and administrative software applications, including Tyler Munis, Softdocs Etrieve, UKG, and Red Rover. This role is responsible for ensuring the technical integrity, security, and functionality of these systems in alignment with organizational business practices and security protocols.

Key responsibilities include managing system configuration, user access, and troubleshooting technical issues to optimize performance. The position serves as a critical liaison between the Finance and IT departments to ensure software solutions effectively support financial operations.

Additional duties include providing technical support and problem resolution for database applications, designing tools to manage the database and client/server environment (including data warehousing), and supporting educators and administrators in data analysis and decision-making. This position also leads in-service training on existing and emerging technologies.

Essential Duties And Responsibilities: Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

1. Coordinate the design, development, implementation, and support of information technology applications and systems across the district.
2. Manage the configuration, maintenance, and performance of database and client/server environments, including data warehousing.
3. Ensure data integrity, security, and compliance with internal and external regulations, including auditability and privacy requirements.
4. Design and maintain tools and programs for importing, exporting, and integrating data across internal and external systems.
5. Monitor database performance, develop performance metrics, and implement best practices for data management.
6. Provide technical support and leadership in database use, including resolving conflicts over data control and access.
7. Develop and enforce database usage guidelines and maintain comprehensive documentation and standard operating procedures.
8. Provide training and support to technical staff, educators, and administrators on database tools, instructional technologies, and software applications.
9. Collaborate on the design, evaluation, and implementation of instructional and administrative technology tools and resources.
10. Design and generate reports using district data sources to support decision-making and planning.

11. Assist with long-range planning, project development, and serve as a resource for database and technology procedures.
12. Provide backup support for other positions within the Technology Department as needed.
13. Regular and predictable attendance is required for this position.

Supervisory Responsibilities: None.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Education And/Or Experience:

- Bachelor's degree in a computer-related field, or equivalent to that which normally would be acquired by completing a two-year technical trade or a four-year college degree program in Electronics, Computer Science, Management Information Systems or a related field
- Knowledge and experience working in educational institutions preferred
- Six years of successful, related work experience in database administration, information management, or an equivalent combination of education and experience
- Experience in a Microsoft environment (Exchange and Active Directory) is required.
- Successful experience with SQL is required.
- Experience in Windows and Mac operating systems, Windows 2000, XP, NT, TCP/IP, Internet, Microsoft Access, and other productivity software applications.
- Experience in financial application implementation and familiarity with financial operations is strongly preferred.

Certificates, Licenses, Registrations: Valid Michigan driver's license and good driving record.

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups. Ability to speak clearly and concisely both in oral and written communications. Excellent written and oral communication skills. Ability to read, understand, and apply information in hardware/software manuals or following computer instructions.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills And Abilities: Documented/demonstrated current knowledge of desktop computers, peripheral equipment, database management, word processing, spreadsheets and open systems technology required. Demonstrated knowledge of PC basics, including technical terminology and acronyms and working knowledge of PC systems and peripheral connectivity. Ability to solve problems logically. Effectively manage multiple tasks, often within severe time constraints, and demonstrate effective time management skills to meet deadlines, while interacting with staff and the public related to those tasks. Strong teamwork, interpersonal communication and group problem solving skills. Ability to travel to and from work sites. Ability to work a flexible workday and workweek. Ability to exercise good judgment and make decisions in accordance with policies and procedures. Ability to work as part of a highly motivated, interdisciplinary team. Demonstrated experience in setting up, maintaining, and troubleshooting electronics equipment and networks.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to operate a computer, view video display terminals, reach with hands and arms, sit, use hands and fingers to grip, handle or feel objects, tools or controls, talk and hear. Ability to lift up to 50 pounds, such as printers, CPUs, monitors, etc. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee will be required to travel in their personal vehicle between various work sites within the district as necessary.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodation) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. This is a 52-week position. Placement on the Technical/Operational Salary Schedule depends upon qualifications and experience; new employee salary range is \$68,010 - \$83,535. Paid health, dental, vision, life and long-term disability insurances, sick, and vacation days.

To Apply: Interested parties should go to our website, <https://jcisd.workbrightats.com> to complete an online application.

APPLICATIONS ACCEPTED UNTIL OCTOBER 28, 2025 OR UNTIL FILLED

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Four Guiding Principles:

Instruction ~ Quality, Creativity and Relevance

Leadership ~ Envisioning, Engaging and Executing

Service ~ Listening, Caring and then Serving

Community ~ Collaboration and Partnerships

Consistent with our purposes and guiding principles, the JCISD is actively pursuing diversity, equity and inclusion in our employment practices. We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.

