



# Database Operator

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## OVERVIEW

Reporting to the Principal or Director, the Database Operator maintains the database(s) by processing related records, providing information to others as needed and managing data integrity.

The database is a relational database that contains information regarding students enrolled in any of the offered programs, agent and school contacts, financial transactions and required District and/or Ministry of Education documentation.

## POSITION DESCRIPTION

### Database Operator

#### **DBO - 1**

Maintains the database(s) by processing, tracking and verifying confidential information and documentation including all information on existing and potential students, student placements, agents, host families/parents/guardians, withdrawals and collected fees.

#### **DBO – 2**

Ensures data integrity through accurate data entry, establishing data management procedures, regularly backing up data, maintaining security access, reconciling information through the use of reports, researching anomalies and making adjustments as necessary

#### **DBO - 3**

Coordinates information on students, including completing private and confidential applications on student's behalf, explaining systems and procedures; tracking premiums paid for each account/student; reconciling invoices; and preparing reports for Financial Services and/or Information Technology and Planning.

#### **DBO - 4**

Generates data summaries, queries and reports from database and SIS or BCeSIS such as ad hoc reports and user defined reports to Program and District staff and/or Ministry of Education as required

#### **DBO – 5**

Develops correspondence related to students seeking information and notifying others of changes and distributes communication to appropriate parties

**DBO - 6**

Maintains all related student and electronic and paper files including coordinating the annual storing of files

**DBO - 7**

Provides support, training, and information to staff regarding the content and use of the database

**DBO - 8**

Liases with photography studio regarding student photos and imports photos to database, and/or preparing new and returning student pack-ups

**DBO - 9**

Problem solves and troubleshoots the database; escalates issues to the programmer or IT as needed

**DBO - 10**

Identifies opportunities to streamline and improve workflow and database functionality and works with programmer to customize the database and reports so information can be extracted in a useful, accurate and timely manner

**DBO - 11**

Maintains a procedural manual for the database and related duties

**DBO - 12**

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

**QUALIFICATIONS FORM  
Database Operator**

<b>EDUCATION</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  Grade 12 or equivalent and  Some post-secondary course work in database management or equivalent
<b>EXPERIENCE</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  1 year specific experience in database management
<b>KNOWLEDGE</b>	<b><i>TECHNICAL REQUIREMENTS</i></b>  Thorough knowledge of database management, spreadsheet and word processing applications

	<p>Broad knowledge of records management</p> <p>Basic knowledge of accounting principles and software</p> <p>Basic knowledge of the school system and a willingness to gain an understanding of District policies and procedures as they relate to the school or program.</p> <p>Basic knowledge of student information systems</p> <p>Keyboarding at 50 W.P.M.</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>INTERPERSONAL REQUIREMENTS</i></b></p> <p>Ability to work well independently and as a team member while exercising tact, judgment, discretion and diplomacy</p> <p>Ability to compose business correspondence</p> <p>Ability to prioritize work in a busy environment under pressure and with multiple demands</p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner</p> <p>Ability to work with people from diverse cultural backgrounds</p> <p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Ability to prioritize work in a busy environment often under pressure and multiple demands</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient vision and hearing to perform related job duties.</p> <p>Able to lift up to 18 kg (40 lbs) on an occasional basis and operate related equipment.</p> <p>Able to perform related physical and mental activities.</p>

Modified March 26, 2008