

## Alameda County Office of Education

**JOB TITLE: Resource Database Specialist, SRC** (Range 15 CSEA)

### **JOB SUMMARY:**

Creates and maintains records, files, online-catalog, web site, and relational databases in the Resource Centers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs HTML editing, uploading of files, database records management and inventory control.

Maintains and edits on-line catalog and information database.

Tests and coordinates catalog changes with Internet service provider.

Maintains online ordering service by assuring proper database records linkages.

Maintains relational databases and their linkages with shipping system and Resource Centers.

Maintains equipment and software records.

Establishes and maintains backup and alternative power systems and data.

Maintains office equipment records and manuals.

Assists in maintaining security information in the department.

Prepares usage, circulation, materials review lists and reports from database records.

Maintains database of materials, including coding, preparation for review and circulation, and on-going up keep of collection.

Assists with materials displays and presentations, conference and meeting coordination, configuring special orders, circulation and retrieval of materials.

Performs related duties as required.

**QUALIFICATIONS** 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ABILITY TO**

Data base management

Perform HTML editing.

Administer an on-line internet web site.

Interpret and explain policies & procedures.

Schedule and coordinate meetings.

Prepare and maintain records and files.

Establish, maintain effective relationships.

Operate computers and modern office equipment.

Meet schedules and time lines.  
Perform clerical work & administrative tasks.

### **KNOWLEDGE OF**

Word processing, database management, and web applications.  
Relational database programs.  
HTML language and programming.  
Technical aspects of internet web site administration.  
Variety of instructional resources.  
Operation of computers and related software.  
Policies and objectives of assigned programs.  
Department operations and policies.  
Interpersonal skills.  
Telephone etiquette.

### **EDUCATION and/or EXPERIENCE**

AA degree with at least one year of specialized or technical training in computer information management or library science; two years related experience in HTML or Web-based text editing is essential; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California drivers license.

### **LANGUAGE SKILLS**

Ability to read and interpret documents and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively one-on-one..

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide using whole numbers.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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 accommodations 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 sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is regularly required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

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

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

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**Approved By:** Personnel Commission  
**Approved Date:** February 19, 2009