



JOB TITLE	DEPARTMENT	REPORTS TO
Manager of Data Processing	Information Technology Services	Chief Operations Officer

<b>Position No:</b> 77510	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N08	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To manage the district's data processing system to ensure that information is processed and provided in such a way as to support and facilitate educational programs throughout the district.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. A Bachelors Degree in administration or related field with course work in data processing or computer science.</li> <li>2. A minimum of three years of successful experience in data processing.</li> <li>3. In lieu of the above qualifications, a combination of training and experience substantially equivalent.</li> <li>4. Other qualifications as deemed necessary by the School Board.</li> <li>5. Ability to perform functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To provide efficient and secure data processing systems and services to meet organizational needs.</li> <li>2. To assist in short- and long-range planning for data processing services.</li> <li>3. To coordinate and supervise (with the Director of Management Information Services) projects which are designed to improve the level of automation in school and district offices through the use of micro and minicomputers operating independently and in concert with the district's mainframe computer.</li> <li>4. To plan and manages data processing services that will minimize staff time while maximizing the application of computer technology.</li> <li>5. To report to the Director of Management Information Services on the progress of data processing projects, resource utilization, and production performance.</li> <li>6. To coordinate data processing services with all other functions of the school system.</li> <li>7. To provide technical assistance to support the district's planning process.</li> <li>8. To prepare specifications and bid packages for the acquisition of equipment, software and services and assist with the evaluation of bids as appropriate.</li> <li>9. To assess proposed systems and recommend appropriate action.</li> <li>10. To develop and maintain site standards for system operations, applications programming, disaster recovery, file and disk management, daily backups and all other operational aspects of the data processing environment.</li> <li>11. To assist in the evaluation of data processing requests and identify the impact on current and planned resources.</li> <li>12. To assist in the development of administrative guidelines for assigned areas of responsibility.</li> <li>13. To assist in the development of policies for assigned areas of responsibility.</li> <li>14. To assist in the development, implementation, and evaluation of staff development activities.</li> <li>15. To supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.</li> <li>16. To prepare all required reports and maintain all appropriate records.</li> </ol>

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| 17. To perform assigned tasks in a timely and efficient manner.<br>18. To perform assigned tasks with a high standard of quality.<br>19. To perform other duties as assigned by the Director of Management Information Services. |
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<b>PHYSICAL DEMAND CLASS:</b>
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Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.
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