SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DATA PROCESSING COORDINATOR

QUALIFICATIONS:

    (1)   Bachelor's Degree from an accredited educational institution with major concentration in computer programming or other computer science / data processing area or programming; or,

    (2)   Bachelor's Degree from an accredited educational institution with a minimum of five (5) years successful experience in the operation of a computer data center; and,

    (3)   Experience with mainframe or AS/400 systems, communication, networking and other activities of a data center.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer hardware and software used to accomplish both instructional and administrative goals. Knowledge of inter-networking, wide-area networking and intra-networking. Knowledge of "help-desk" operation and the development of on-going training and staff development as it relates to technology. Ability to provide leadership and to establish and maintain effective working relationships with officials, schools, other departments and the public. Effective skills in both oral and written communications.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To provide leadership in planning, developing, managing and evaluating information systems and service needed to promote and support District operations.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

DATA PROCESSING COORDINATOR (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery
* (1)   Manage the IBM AS/400 data network within the District.
* (2)   Recommend the purchase of all hardware and software required for the data network system.
* (3)   Recommend the purchase of all forms needed for District use.
* (4)   Plan and manage departmental staffing, development, organization, hardware acquisition and facilities to ensure they are consistent with the educational plan.
* (5)   Manage the design, development and maintenance of systems, programs, systems software, telecommunications structure, software and programs to meet the needs of schools and the District.
* (6)   Supervise office automation and intra-office communications.
* (7)   Supervise the access security for District applications.

Interagency Communication and Delivery
* (8)   Advise and assist the Deputy Superintendent and other District staff members of the various data processing functions.
* (9)   Provide coordination of activities between the various department users.
*(10)   Use effective communication strategies to interact with a variety of audiences.
*(11)   Respond to inquiries and concerns in a timely manner.

Professional Growth and Improvement
*(12)   Provide technical assistance to assigned employees as needed.
*(13)   Provide for the cross-training of personnel in the department.
*(14)   Maintain knowledge of development in the area of systems, hardware, software and telecommunications and incorporate new developments into future systems.
*(15)   Maintain a network of peer contacts through professional organizations.
*(16)   Promote and support the professional growth of self and others.

Systemic Functions
*(17)   Establish data processing policies, standards, practices and security measures to ensure effective and consistent information processing operations.
*(18)   Coordinate the successful implementation of computer systems required to comply with State Department of Education requirements, directives and State Board rules, including the requirement for a comprehensive management information system.
*(19)   Oversee the applications necessary to meet the needs of users and determine appropriate computer platforms, acquisition methodology and support requirements.
*(20)   Exhibit support for the District's vision, mission, goals and priorities.
*(21)   Prepare all required reports and maintain all appropriate records.
  (22)   Perform other duties as assigned.

Leadership and Strategic Orientation
*(23)   Provide information processing, systems counseling and guidance to management personnel throughout the District.
*(24)   Demonstrate initiative in the performance of assigned responsibilities.
*(25)   Anticipate potential problems and develop processes or procedures to prevent or address them.

*Essential Performance Responsibilities

Board Approved 6-27-2000