

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BUSINESS SYSTEM SUPPORT

**SALARY SCHEDULE: SSP-11**

**COST CENTER: INFORMATION TECHNOLOGY (9020)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent required. Associate's Degree or Technical Institute degree/certificate or higher in Computer Science, Engineering, Mathematics or related field preferred.
- (2) Minimum of two (2) years experience in supporting computer software, hardware, and network infrastructure.
- (3) Demonstrated ability and experience in understanding, maintain, and deploying complex system databases.
- (4) Demonstrated ability in troubleshooting and resolving malfunction within a business system.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to install and maintain various software & hardware systems applicable to specific business systems. Ability to communicate the data needs of the vendor. Ability to retrieve and post data. Knowledge and skill in business system software development, maintenance, systems analysis, and project management. Knowledge and technical training in the use of enterprise applications. Possess demonstrable analytical and mathematical skills. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to troubleshoot problems in an efficient manner. Knowledge of system capabilities and limitations. Ability to work alone. Possess interpersonal skills and abilities.

**REPORTS TO:**

[Computer System Analyst] Manager, Project Management

<p><b>JOB GOAL</b></p>
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<p>To provide advanced software, network and hardware support for the departments of the District.</p>
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Troubleshoot network problems at sites as required.
- \* (2) Install and configure computers for connection to Outlook and Internet as needed.
- \* (3) Oversee various District-wide applications and projects as assigned.
- \* (4) Develop scripts regarding the installation of various business systems software applications and procedures.
- \* (5) Assist with Help Desk activities as needed.
- \* (6) Ensure procedures are in place for system backups as needed.
- \* (7) Assist with equipment recommendations and pricing as requested
- \* (8) Prepare all required reports and maintain all appropriate records.
- \* (9) Exhibit support for the district's vision, mission, goals and priorities.
- \* (10) Demonstrate initiative in the performance of assigned responsibilities.

**BUSINESS SYSTEM SUPPORT** (continued)

- \*(11) Provide for a safe and secure workplace.
- \*(12) Model and maintain high ethical standards.
- \*(13) Follow attendance, punctuality and proper dress rules.
- \*(14) Maintain confidentiality regarding school matters.
- \*(15) Maintain positive relationships with staff and vendors.
- \*(16) Participate in workshops and training sessions as required.
- \*(17) Communicate effectively with staff and vendors.
- \*(18) Keep supervisor informed of potential problems or unusual events
- \*(19) Respond to inquiries and concerns in a timely manner.
- \*(20) Follow all School Board policies, rules and regulations.
- \*(21) Exhibit interpersonal skills to work as an effective team member.
- \*(22) Perform other incidental tasks consistent with the goals and objectives of this position.

**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 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**

\*Essential Performance Responsibilities