

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### [COMPUTER] BUSINESS SYSTEM OPERATOR

**SALARY SCHEDULE: SSP-11**

**COST CENTER: INFORMATION SERVICES (9018)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) [Minimum of three (3) years experience as an AS400 computer operator.] Minimum of two (2) years experience in support of an enterprise environment.
- (3) Minimum of two (2) years experience using a database application servicing a medium to large database.
- (4) Demonstrates computer proficiency related to division requirements.
- (5) [Duty Day fluctuates with scheduled activities and will include some after hours/weekends.] Demonstrates ability and experience in working with file systems and related software.
- (6) Demonstrates ability and experience in extracting and distribution of data.
- (7) Demonstrates ability and experience in troubleshooting systems.
- (8) Demonstrates ability and experience in the production of reports using report authoring software.

**KNOWLEDGE, SKILLS AND ABILITIES:**

[Knowledge and technical training in the use of AS400 computer hardware, software, scanning equipment for District's tests and surveys, and a variety of forms processing offline equipment. Knowledge relating to AS400 operating systems. Ability to produce professional-quality materials for print and electronic distribution. Ability to establish and maintain a positive working relationship with others. Ability to effectively interface with supervisor, contractors, vendors and all other department employees and school personnel.] Knowledge and technical training in the use of the districts enterprise environment. Ability to maintain user accounts and profiles. Ability to produce professional-quality materials for print and electronic distribution, as well as a variety of forms processing offline equipment. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to troubleshoot problems in an efficient manner. Ability to establish and maintain a positive working relationship with others in the department. Ability to effectively interface with supervisor, contractors, vendors and all other employees and school personnel.

**REPORTS TO:**

[Operations Manager, Technology and Information Services] Computer Systems Analyst

#### JOB GOAL

[To efficiently and effectively perform the technical tasks related to operating the AS400 computer and all associated peripheral and offline equipment to best help accomplish the goals of the District's Mission & Vision statements.] To provide technical work to support the Districts need to create, transmit, print and manipulate data to send to the applications that are used to improve student achievement and ultimately reflect the success achieved.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- [\* (1) Operate District's main computer and all associated peripheral and offline equipment; including but not limited to: printers, tape units and cleaners, check folder / sealer, shrink wrap, communication devices, and scanners.
- \* (2) Perform cleaning, minor maintenance, and adjustments on equipment, as necessary.

**School Board Approved – November 16, 2004**

- \* (3) Place trouble calls to appropriate vendors for maintenance on all equipment and follow-up that all problems are fixed, and fixed in a timely fashion.
  - \* (4) Analyze specific Operations' needs and determine appropriate solutions.
  - \* (5) Produce professional-quality materials for print and electronic distribution.
  - \* (6) Prepare files for service bureaus and printer.
  - \* (7) Complete all tasks as outlined on the daily schedule and following associated procedures.
  - \* (8) Complete all tasks as outlined in the District's Processing Schedule and following associated procedures, to include but not limited to: report cards, AIP letters, FTE, student transcripts, etc.
  - \* (9) Print, fold, and seal Payroll & Accounts Payable checks and Direct Deposits Receipts.
  - \* (10) Monitor all printers for output and distribute to appropriate person(s) in a timely fashion.
  - \* (11) Scan and process all District testing, grades, scheduling, surveys, and other scanning documents.
  - \* (12) Process and transmit all student and staff data to DOE as required for each survey period schedule.
  - \* (13) Request, receive, print, and separate all DOE reports as required for each survey period schedule.
  - \* (14) Send & receive FASTER data to/from DOE and update student data base.
  - \* (15) Print bar code labels for scheduling and testing booklets.
  - \* (16) Have all necessary and complete information for proper read-in at shift changeover.
  - \* (17) BBS Nightly News update to all appropriate people of second shift work status when affected.
  - \* (18) Work with District HelpDesk support services to resolve customer problems when necessary.
  - \* (19) Handle occasional trouble calls from on-line users of the main computer system.
  - \* (20) Keep well informed about current trends and best practices in areas of responsibility.
  - \* (21) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, delivering services, and evaluation of services provided.
  - \* (22) Maintain a courteous and professional manner.
  - \* (23) Maintain work area in a safe and secure manner.
  - \* (24) Use positive, effective interpersonal communication skills.
  - \* (25) Adhere to high standards of punctuality, regular attendance and appropriate dress.
  - \* (26) Participate in workshops and training to update skills.
  - \* (27) Follow department policies and procedures.
  - \* (28) Keep supervisor informed of potential problems or unusual events.
  - \* (29) Respond to inquiries and concerns in a timely manner.
  - \* (30) Prepare all required reports and maintain all appropriate records.
  - \* (31) Follow all School Board policies and department policies and procedures.
  - \* (32) Exhibit interpersonal skills to work as an effective team member.
  - \* (33) Demonstrate support for the School District and its goals and priorities.
  - (34) Perform other incidental tasks consistent with the goals and objectives of this position.]
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- \* (1) Oversee the District's main computer application (Student and Business), all associated peripheral and offline equipment; including but not limited to: printers, check folder / sealer, shrink wrap, communication devices, and scanners.
  - \* (2) Perform cleaning, minor maintenance, and adjustments on equipment, as necessary.
  - \* (3) Place trouble calls to appropriate vendors for maintenance on all equipment and follow-up that all problems are fixed, and fixed in a timely fashion.
  - \* (4) Analyze specific Operations' needs and determine appropriate solutions.
  - \* (5) Produce professional-quality materials for print and electronic distribution.
  - \* (6) Prepare files for service bureaus and printer.
  - \* (7) Complete all tasks as outlined in the District's Processing Schedule and following associated procedures, to include but not limited to: report cards, FTE, student transcripts, etc.
  - \* (8) Print, fold, and seal Payroll & Accounts Payable checks and Direct Deposits Receipts.
  - \* (9) Scan and process all District surveys, and other documents that require scanning.
  - \* (10) Process and transmit all student and staff data to DOE as required for each survey period schedule
  - \* (11) Process all DOE reports as required for each survey period schedule.
  - \* (12) Send & receive FASTER data to/from DOE and update student data base.
  - \* (13) Have all necessary and complete information for proper read-in at shift changeover.
  - \* (14) Email nightly update to all appropriate people of second shift work status when affected
  - \* (15) Work with support services to resolve customer problems when necessary.
  - \* (16) Keep well informed about current trends and best practices in areas of responsibility.
  - \* (17) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, delivering services, and evaluation of services provided.

- \*(18) Maintain a courteous and professional manner.
- \*(19) Maintain work area in a safe and secure manner.
- \*(20) Use positive, effective interpersonal communication skills.
- \*(21) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \*(22) Participate in workshops and training to update skills.
- \*(23) Follow department policies and procedures.
- \*(24) Keep supervisor informed of potential problems or unusual events.
- \*(25) Respond to inquiries and concerns in a timely manner.
- \*(26) Prepare all required reports and maintain all appropriate records
- \*(27) Follow all School Board policies and department policies and procedures.
- \*(28) Exhibit interpersonal skills to work as an effective team member.
- \*(29) Demonstrate support for the School District and its goals and priorities.
- \*(30) 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 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

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