SCHOOL DISTRICT OF OKALOOSA COUNTY
OKALOOSA COUNTY FLORIDA

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Operations & Systems Security Coordinator
Reports To: Administrator, Information Systems
Supervises: As Assigned

Minimum Eligibility Requirements:
Holds a Bachelor's Degree in Computer Science from an accredited institution and a minimum of four (4) years of computer operations experience, **OR** Associate's Degree in Computer Science from an accredited institution and a minimum of six (6) years of computer operations experience, **OR** A minimum of eight (8) years computer operations experience.

Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:
Ability to effectively present information to administrators, public groups/community, and School Board.

Reasoning Ability:
Ability to comprehend and maintain complex databases.
Ability to implement and maintain advanced software applications.

Other Skills and Abilities:
Proficiency in high-level programming languages.
Proficiency in file structures, database utilities and control languages.
Proficiency in IBM iSeries equipment and peripherals.

Physical Demands:
While performing the duties of this job, the employee must have good vision.
Ability to work at a station for an extended length of time; typing ability required.

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

Work Environment:
The noise level is moderate.

Job Goal:
Maintain efficient, accurate, and reliable computer operations for the district; Oversee the day-to-day tasks of the Operations department of Information Services including daytime and evening computer operators and operations manager; assist operations staff in continued development of professional skills; maintain operations security and disaster recovery backups; document application area(s); advise district administration on matters pertaining to computer operations.

Essential Duties and Responsibilities:

1. Maintain operations of related functions of the district.
2. Responsible for extraction and transmission of survey data to the Florida Department of Education.
3. Coordinate Operations staff schedules to cover all functions of the department and allow maximum availability of the AS400 system.
4. Responsible for all setup and maintenance of AS400 security and TERMS Software security.
5. Monitor and analyze workflow of data and security requests and their completion.
6. Analyze new and proposed applications.
7. Receive, approve, route and provide support for end user requests for reports, labels, data files and batch file updates.
8. Document operations applications and procedures.
9. Maintain knowledge of current procedures and software applications in computer operations.
10. Maintain knowledge of current state reporting requirements.
11. Train operations and help desk personnel.
12. Assist with training of computer system operations.
13. Maintain knowledge of operating systems and computer languages.
14. Maintain professional ethical standards; maintain high level of professional development/knowledge.
15. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.
16. Performs other such duties as may be assigned by the Administrator or the Board.

Length of Employment:
Twelve months.

Salary:
Based on the adopted salary schedule for Professional/Technical personnel pay grade 1.

Evaluation:
Annual evaluation conducted by the Information Systems administrator in accordance with School Board policies and State Laws.

Review and Agreement:

_____   _____

Name of Employee   Social Security Number

_____   _____

Supervisor   Date

cc: Incumbent
    Supervisor