

**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.

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Position Title: Systems Maintenance & E-Rate Coordinator  
Reports To: Administrator, Information Systems  
Supervises: As Assigned

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**Minimum Eligibility Requirements:**

Holds a Bachelor's Degree in Computer Science from an accredited institution and a minimum of four (4) years of mainframe systems maintenance experience, **OR** Associate's Degree in Computer Science from an accredited institution and a minimum of six (6) years of mainframe systems maintenance experience, **OR** A minimum of eight (8) years mainframe systems maintenance 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 mainframe computer systems architecture.  
Ability to implement and maintain advanced software applications.

**Other Skills and Abilities:**

Proficiency in file structures, database utilities and control languages.  
Proficiency in IBM iSeries equipment and systems maintenance.

**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 the district mainframe systems and peripheral hardware. Oversee the implementation and maintenance of system software applications. Research, develop and submit the district's annual E-rate application. Advise district administration on matters pertaining to the district's mainframe and system maintenance.

(over)

**Essential Duties and Responsibilities:**

1. Oversee the administration of the district's mainframe system.
2. Oversee existing software systems including implementation and support.
3. Analyze new and proposed systems and mainframe hardware.
4. Develop, implement and test administrative software applications.
5. Document systems applications procedures.
6. Maintain knowledge of current E-rate requirements.
7. Maintain knowledge of current systems and software applications.
8. Assist with training of computer system users and system operators.
9. Responsible for high availability of district systems.
10. Coordinate district's disaster recovery plan.
11. Familiarizes self with new mainframe hardware, peripherals, and upgrades.
12. Maintain professional ethical standards; maintain high level of professional development/knowledge.
13. Abides by and facilitates adherence to all applicable laws, rules, regulations, policies, procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.
14. 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:**

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Name of Employee

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

cc: Incumbent  
Supervisor