

**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: Information Systems Database Official
Reports To: Program Director of Information Systems
Supervises: Help Desk

Minimum Eligibility Requirements:

Holds a Bachelor's Degree from an accredited institution with major course work in computer science, or three (3) years programming experience.

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

Language Skills:

Ability to read, analyze and interpret documents such as data reports, technical assistance documents and procedure manuals.

Ability to effectively present information to administrators, public groups/community members, and School Board.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed instructions, to implement and maintain software applications, and to maintain computer hardware.

Other Skills and Abilities:

Proficiency in high-level programming languages

Proficiency in structured query languages

Proficiency in file structures, database utilities and control languages

Proficiency in IBM iSeries equipment and peripherals

Experience in IT infrastructure planning, acquisition, security, compliance, and integration.

Experience in dealing with the general public and employees in help desk support.

Physical Demands:

While performing the duties of this job the employee is regularly required to see, sit, talk, hear, stand, and walk.

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 to loud.

Job Goal:

To effectively interface with school/department personnel, state and local officials, and technical vendors to ensure appropriate data sets are provided to end users. Analyze specific application software requirements; oversee the development, implementation and maintenance of software applications in an accurate and timely manner; train users; document application areas.

Essential Duties and Responsibilities:

1. Facilitate appropriate communication with the Florida Department of Education and all other applicable agencies as it pertains to the completion of required survey reporting periods.
2. Oversees Help Desk operations related to Student Information Systems (SIS) and Enterprise Resource Planning (ERP) databases.
3. Complete the appropriate capture and transmission of data for required survey reporting periods.
4. Provide technical assistance and support to school district personnel as it pertains to the use of data systems and end user applications.
5. Provide oversight to help desk operators and technicians.
6. Develop, implement and test software applications.
7. Maintain knowledge of current state reporting requirements.
8. Maintain knowledge of operations systems and applications.
9. Abide by and facilitate adherence to all applicable laws, rules, regulations, policies, and procedures; maintains professional, ethical standards; maintains high level of professional development/knowledge.
10. Assist with training of computer system users and computer system operators.
11. Maintain and facilitate appropriate security access as it pertains to the AS/400 and related applications.
12. Oversight of current procedures and software applications in computer operations.
13. Management and integration of external users through SSO, ADFS, and SIS.
14. Designs, develops, and delivers technology training to end users.
15. Maintain knowledge of current systems and software applications.
16. Maintain and facilitate business systems operations with Human Resources and Finance.
17. Other duties as assigned by the School Board or supervisor.

Length of Employment:

Twelve months

Salary:

Based upon the adopted salary schedule for Professional/Technical, Pay Grade 4

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