

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

COORDINATOR, DATA PROCESSING/INFORMATION SERVICES 77208

QUALIFICATIONS:

- (1) Associate Degree in Data Processing or related field.
- (2) Minimum of five (5) years experience in the field.
- (3) Valid Florida Driver's License and safe driving record.

KNOWLEDGE, SKILLS AND ABILITIES:

Strong technical knowledge and skills in telecommunications. Ability to organize and prioritize. Demonstrated verbal and written communication skills. Ability to identify and solve problems. Knowledge of the district's enterprise student system and business system.

REPORTS TO:

Executive Director, Information Services

JOB GOAL

To ensure that the District's Data Processing and Information Services Departments provide high quality, timely, effective services throughout the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1)* Serve as IT Security Officer for the District including coordination with the Department of Human Resources in process of auditing district personnel's access on the data system.
- (2)* Serve as transition security officer during the deployment of the new Skyward Program.
- (3)* Coordinate training sessions on new Skyward Program to key data users and disseminate information to key stakeholders.
- (4)* Coordinate data/technical services with outside vendors when capabilities do not exist internally.
- (5)* Coordinate the district's E-rate program with the Schools and Libraries Program of the Universal Services Administrative Company.
- (6)* Coordinate business affairs including budgets for the Information Services Division including Data Processing, Media Services, and Safety/Security.
- (7)* Provide advisory services on matters pertaining to media to schools and district offices.
- (8)* Coordinate daily work duties of Media Services personnel.
- (9)* Coordinate with all district schools to meet IT objectives.
- (10)* Coordinate the management of the district office network and computer training lab.
- (11)* Assist the Executive Director of Information Services in maintaining policies and procedures that will ensure network security.
- (12)* Assist the Chief Information Officer with the timely response of Public Record Requests.
- (13)* Assist the Executive Director of Information Services in maintaining the policies for the maintenance and repair of district technology and telecommunications assets.
- (14) Assist in interviewing and recommending personnel for employment
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

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PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 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.