

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INFORMATION SPECIALIST

SALARY SCHEDULE: SSP12

COST CENTER: HUMAN RESOURCES DEPARTMENT (9023)

QUALIFICATIONS:

- (1) Associate degree or 60 credit hours, or equivalent technical training in computer science, data systems, engineering or related field.
- (2) Knowledge of, and experience in, working Data Bases, Spreadsheets, to compile current and historical data.
- (3) Must have scores on file with Human Resources as follows:
 - a) Microsoft Word 90%
 - b) Microsoft Excel 90%
- (4) Strong oral and written communication skills.
- (5) Must be able to organize and work independently.
- (6) Ability to work under stress and meet pressing deadlines.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of human resources systems and administration. Demonstrated knowledge of and experience with maintenance of a computer system. Possess computer skills for word processing utilizing Microsoft Word, spreadsheets (Excel) and databases, utilizing SQL and ESD. Ability to utilize merge capabilities for word processing and database programs. Ability to create, modify and print reports. Ability to communicate effectively both orally and in writing. Ability to organize and prioritize activities. Ability to work independently. Ability to analyze data.

REPORTS TO:

Employee Relations and Equity Administrator

JOB GOAL

To oversee, maintain and update the technological aspects of the Human Resources Department to include hardware, software and information management.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate the operation and oversee the maintenance of the Human Resources computer system.
 - (a) Act as liaison with the Information Services Department.
 - (b) Arrange and assist when necessary in the computer training of all Human Resources staff members.
 - (c) Maintain and update all aspects of the Human Resources website.
- * (2) Assist the Human Resources staff in developing and extracting information and reports from database programs.
- * (3) Complete personnel surveys that are received in the Human Resources Department.
- * (4) Compile information and reports in a coherent report format for requests from Human Resources clients.
- * (5) Maintain and update district salary schedules.

INFORMATION SPECIALIST (Continued)

- * (6) Assist in the staffing of summer School.
- * (7) Assist in the coordination of the annual staffing process.
- * (8) Maintain, update and create various staff/student calendars created by calendar committees.
- * (9) Create and input into ESD multiple staff calendars.
- *(10) Establish the data collection methodology by identifying the applicable data elements, sources of available data, and if not readily available, the most efficient method for collecting data.
- *(11) Implement data verification procedures that identify discrepancies and ensure quality and accuracy of the data.
- * (12) Prepare all required reports and maintain all required records efficiently and effectively.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Participate in workshops and training sessions as required.
- *(15) Respond to inquiries or concerns in a timely manner.
- * (16) Maintain confidentiality of employee and department matters.
- * (17) Maintain effective communications with District personnel and the public.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Exhibit interpersonal skills to work as an effective team member.
- * (20) Provide for a safe and secure workplace.
- * (21) Model and maintain high ethical standards.
- * (22) Keep administrators apprised of potential problems and unusual events.
- * (23) Follow all School Board policies, rules and regulations.
- * (24) Demonstrate support for the School District and its goals and priorities.
- * (25) Sustained focus and attention to detail for extended periods of time.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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. 05

*Essential Performance Responsibilities