

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUSINESS SYSTEM COORDINATOR

SALARY SCHEDULE: SSP-12

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:

- (1) Associate's Degree or Technical Institute degree/certificate or higher in Computer Science, Engineering, Mathematics or related field.
- (2) Minimum of two (2) years experience in deployment, support, management, and maintenance of an enterprise application.
- (3) Minimum of two (2) years experience in authoring reports for operating functions within an organization.
- (4) Demonstrated ability and experience in production of advanced reports using report authoring software.
- (5) Demonstrated ability and experience in writing database queries.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and skill in business system software development, maintenance, systems analysis, and project management. Knowledge and technical training in the use of the enterprise applications. Ability to instruct others in the use of various applications. Ability to maintain appropriate user accounts and profiles within an application. Possess demonstrable analytical and mathematical skills. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to troubleshoot problems in an efficient manner. Ability to establish and maintain a positive working relationship with others in the organization. Ability to effectively interface with supervisor, contractors, vendors and all other employees and school personnel.

REPORTS TO:

Computer System Analyst

JOB GOAL

To provide technical work in developing and maintaining the district enterprise applications from specifications.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Deploy, support, manage, and maintain district enterprise applications.
- *(2) Identify and correct problems in systems based on broad guidance.
- *(3) Maintain documentation as required.
- *(4) Create test data and evaluate complete test results.
- *(5) Provide for all phases of projects during development, testing, and implementation.
- *(6) Convert content and data from old applications to new applications.
- *(7) Work with a wide variety to applications as required.
- *(8) Provide for all types of file organization, processing, storage and maintenance.
- *(9) Assist other employees as needed.
- *(10) Maintain confidentiality regarding all school matters.
- *(11) Prepare all required reports and maintain all appropriate records.
- *(12) Exhibit support for the District's vision, mission, goals and priorities.

- *(13) Demonstrate initiative in the performance of assigned responsibilities.
- *(14) Provide for a safe and secure workplace.

BUSINESS SYSTEM COORDINATOR (continued)

- *(15) Model and maintain high ethical standards.
- *(16) Follow attendance, punctuality and proper dress rules.
- *(17) Participate in workshops and training sessions as required.
- *(18) Communicate effectively with staff and vendors.
- *(19) Keep supervisor informed of potential problems or unusual events.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Follow all School Board policies, rules and regulations.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) 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. 07

*Essential Performance Responsibilities