

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**SPECIALIST / MANAGER DATA PROCESSING**

**QUALIFICATIONS:**

- (1) College Graduate - Bachelor's Degree in Computer Science.
- (2) Minimum of six (6) years successful experience in at least two (2) high level programming languages.
- (3) Experience designing and implementing applications in a multi-platform environment.
- (4) Combination of training and experience substantially equivalent may be substituted for above requirements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to analyze data. Ability to effectively use problem-solving skills. Ability to identify important issues or problems in area of responsibility. Analytical skills to review information and formulate alternative solutions to problem. Knowledge of object oriented systems analysis and design techniques. Ability to remain current and adaptable to new technologies as they relate to program development.

**REPORTS TO:**

Executive Director for Support Services

**JOB GOAL**

To provide support in developing and maintaining data processing operations that will enhance the District and meet the requirements of the Department of Education.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provide systems analysis and design, assist in hardware and software selections, programming and data operations.
- \* (2) Provide technical assistance in service procedures and techniques for data collection, data processing and information delivery.
- \* (3) Design new data processing projects or modify existing ones as needs arise.
- \* (4) Develop security and control procedures related to the project.
- \* (5) Define back-up / recovery plan for projects.
- \* (6) Guide project implementation and testing.
- \* (7) Assist in training and education of user personnel.
- \* (8) Maintain District compliance with DOE reporting requirements.
- (9) Maintain proficiency and currency with application development standards and programming language enhancements.

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**SPECIALIST / MANAGER DATA PROCESSING (Continued)**

- (10) Maintain a productive working relationship with users and all levels of management.
- \*(11) Use effective, positive interpersonal communication skills.
- (12) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 9**