PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6440
Pay Grade: D10

FLSA: Non-Exempt

SENIOR DATA MANAGEMENT TECHNICIAN

REPORTS TO:
School or Site Administrator

SUPERVISES:
Not Applicable

QUALIFICATIONS:
Graduation from a standard high school or possession of a GED, plus three (3) years of progressively responsible clerical office experience including two (2) years in an automated work environment performing duties involving computer-based data input and retrieval and generation of reports. Completion of the PCSB DMT training course is required within six months of the start date in the position.

PREFERRED:
School-based clerical experience. Microsoft Office experience including Word and Excel.

MAJOR FUNCTION

Performs advanced, complex clerical and data processing duties with activities pertaining to school master schedule preparation and student scheduling, graduation eligibility determinations, transcripts, compensatory education placement, and progress reports. Work includes, but is not limited to, student/teacher data preparation, input and retrieval, hard copy production, and information storage, all requiring the use of computer hardware, software and peripheral equipment. In addition to other assigned office clerical duties, serves as the designated facility contact for data processing information emanating from the school site. Work is performed under general direction with considerable independence and is reviewed through conferences and results obtained. Maintains all FTE data reporting for auditors.

ESSENTIAL RESPONSIBILITIES

- Provides advanced-level clerical and data processing assistance in the preparation and maintenance of student and master schedules.
- Participates in activities related to student scheduling, orientation, and registration.
- Keeps abreast of school board policies and state requirements for high school graduation and assists with student credit evaluation to determine graduation eligibility.
- Generates student transcripts.
- Assists in establishing data collection procedures for state- and district-mandated student and instructor information.
- Assists the administrator in the coordination of the school's data processing activities.
- Uses district student information system software and/or specialized clerical procedures to consolidate data, sort information, produce lists and generate reports including student profiles, class load reports, student schedules, IEP's, free lunch reports, bus rosters, daily attendance reports and various FTE reports.
- Generates student transportation requests. Provides lead direction to other clerical staff in the preparation of specialized reports which may require statistical compilation and mathematical calculations.
- May perform a wide variety of other clerical duties such as greeting visitors, maintaining records and files, answering the telephone, typing, registering/withdrawing students, and distributing mail.
- Provides lead direction and trains other clerical personnel in data processing-related responsibilities.
- Serves as backup for payroll and other principal secretary duties as needed.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent to the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 3/92 PBL; BOARD APPROVED: 4/8/92; MQ'S REVISED: 10/92 PBL; BOARD APPROVED: 11/18/92; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM; TITLE CHANGE: 1/08 AK; BOARD APPROVED: 2/12/08; REVISED FORMAT, RT, SUPERVISES, MQ, ER: 04/29/16 CH; BOARD APPROVED: 5/17/16; REVISED: MQ, MF, ER 01/30/26 DC; BOARD APPROVED: 02/24/26

SENIOR DATA MANAGEMENT TECHNICIAN

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				