Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Administrative Data Systems Manager**

Qualifications:

Education: Bachelor's degree in Management Information Systems (MIS) or Computer Science. Three to five years of experience in COBOL database programming may be substituted for the above degree.

Training/Experience Required: Minimum of 5 years of experience in Data Processing at or above the Analyst level, preferably with school application. Three (3) years of COBOL programming experience. Knowledge of SQL, Oracle forms and reports.

Special Skills, Knowledge, Abilities:
Specialized Skills: Knowledge of COBOL programming. Proficiency in SQL+ and Oracle Database. Knowledge of Hewlett-Packard equipment and operating systems, including the IMAGE Database.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data record/record keeping operations, determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Job Goal (Purpose of Position): Responsible for the design and implementation of new application programs for the Data Processing Department. The Manager of Data Processing will be responsible for the maintenance of existing programs, including rewriting or modifying. Responsible for assessing and analyzing user needs regarding Data Processing technology. Defines requirements for improving or replacing systems. Develop specifications for completeness and conformance to standards. Plans and coordinates the development and implementation of these systems and programs. Prepares documentation for all new programs and updates. Prepares and distributes administrative data and reports, as well as all payroll/human resource information and budgetary data, etc. Provides technical information and management information reports as needed. Technical Leadership responsibility, involving decision making, driving communication inside and outside of program development. Involves hands-on design and development work, implementing enhancements and extensions to various

applications. Requires an ability to work on multiple tasks simultaneously and be flexible while maintaining productivity. Perform planning, coordination, and supervisory duties related to the data processing operation of the district to accomplish objectives necessary for timely and accurate data processing and reporting.

Contact with Others: An incumbent in this position has regular contact with the Technology Department, other district personnel, and vendors.

Performance Expectations: The incumbent/employee shall be customer focused to resolve problems effectively; utilize human resources of the department while promoting productivity, efficiency, health and safety; facilitate employee training and development, empowerment and appraisal; provide constructive corrective counseling and discipline, effectively resolve complaints and grievances; manage resources with fiscal responsibility while maintaining proper accountability of records; effectively handle information and communications with staff and public; conduct short and long-range planning to set and/or attain district goals and objectives; demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation and initiative to identify solutions to problems; be a team player with co-workers, subordinates, other managers and community leaders to accomplish district objectives or goals; promote personal growth and development activities.

Essential Job Functions (Performance Responsibilities):
1. Plans, organizes, and supervises the overall activities of electronic data/information processing, including systems analysis, programming, and computer operation activities as related to the district's business operations.

2. Provides consultant services to those departments that indicate a need, interest, or desire to develop data/information processing applications.

3. Develops, trains, supervises, and evaluates data/information processing staff.

4. Develops plans and budgets for the data/information processing activity.

5. Evaluates regularly the district's use of data/information processing, and recommends alterations and expansion as necessary.

Supervision Exercised: An incumbent supervises a small staff of employees. Has responsibility to develop training, evaluate employees, and make staffing recommendations.

Site: Data Center

Reports To: Superintendent or designee

Physical/Mental Requirements and Working Conditions:
Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences.

Terms of Employment: 250 days

Salary: Set by the Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 11/17/2003
Revised 08/14/2006