

JOB DESCRIPTION

TITLE COORDINATOR, ADMINISTRATIVE TECHNOLOGY

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree with an emphasis in Computer Information Systems, Computer Science or related field from four-year college or university. Five (5) years experience as Senior Analyst in a complex computer environment. Experience in leadership and managerial positions directing software developers, computer operations staff and user support personnel. Knowledge and skills in planning, project management, systems analysis, software development, computer operations, and user support.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. The employee is required to use a computer keyboard for extended periods of time. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Director of Technology

**GENERAL
RESPONSIBILITIES**

1. Coordinates and directs the work of the Administrative Technology staff.
2. Manages the selection, purchase, development, operation and maintenance of Administrative Technology software and supporting hardware.
3. Manages project planning, budgeting, and Administrative Technology projects, in coordination with the Director of Technology.
4. Ensures the timely delivery and maintenance of DOE compliant software in support of the Florida Department of Education data reporting requirements including FTE, student and staff data.

SPECIFIC RESPONSIBILITIES

1. Provides efficient and secure computer systems (mainframe/midrange computer systems), databases, and services to meet the district administrative data processing needs.
2. Coordinates with the Director of Technology to develop short and long-range technology for Administrative Technology.
3. Provides technical assistance to support the district planning process.
4. Identifies, coordinates and supervises projects which are designed to improve the level of automation in school and district offices.
5. Manages Administrative Technology projects, resource utilization, and production performance.
6. Coordinates Administrative Technology services with all other functions of the school system.
7. Prepares specifications for the acquisition of equipment, software and services and assists with the evaluation of bids as appropriate.
8. Assesses proposed systems and recommends appropriate action.
9. Develops and maintains site standards for system operations, applications programming, disaster recovery, file and disk management.
10. Evaluates Administrative Technology service requests and identifies the impact on current and planned resources and takes appropriate action.
11. Oversees the development and maintenance of Standard Operating Procedures to support Administrative Technology.
12. Develops administrative policies and guidelines for assigned areas of responsibility.
13. Implements and evaluates staff development activities.
14. Supervises systems and programming staff, conducts annual performance appraisals, and makes recommendations for appropriate employment actions.
15. Prepares all required reports and maintains all appropriate records.
16. Reviews help desk feedback and works with staff to establish appropriate problem resolution response guidelines.

17. Coordinates and approves training schedules for all Administrative Technology software applications.
18. Develops and maintains Disaster Recovery emergency procedures for Administrative Technology.
19. Performs other duties as assigned