

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 moderate.

REPORTS TO Supervisor of Program Accountability

GENERAL RESPONSIBILITIES

1. Works with the Department of Nutrition Services staff to identify technology needs. Assists with the development of the Five Year Strategic Plan and budget for hardware and software systems.
2. Identifies software and hardware that are compatible with current district systems. Works with Technology staff to plan for implementation, field testing and evaluation before purchase.
3. Assists the Director of Nutrition Services with the development of bids for hardware and software and with the evaluation of bid proposals.

SPECIFIC RESPONSIBILITIES

1. Supervises and/or completes the installation and maintenance of all computer hardware and software systems at the district office and food service sites.
2. Assists with the development of annual goals, objectives and strategies for technology within the department.
3. Acts as liaison between the Department of Technology and the Department of Nutrition Services.
4. Maintains a working knowledge of new innovations in technology as related to food service operations, including point of sale systems, inventory control, training, payroll, equipment monitoring, GPS tracking systems, etc.
5. Meets with the Director and staff routinely to review technological advances and to recommend enhancements to current systems.
6. Provides training for Department of Nutrition Services Supervisors, School Nutrition Services Managers and other employees on the use of new technology.
7. Assists with the development of bids for hardware and software and with the evaluation of bid proposals.
8. Monitors technology contracts to assure that agreements and timelines are met.

9. Analyzes and resolves software and hardware conflicts. Contacts contracted vendor for technical assistance repairs or restores system as needed.
10. Resolve problems and questions presented by staff related to computer operation and programs. Provides technical assistance as needed with the daily upload and/or download of data.
11. Maintains detailed working knowledge and technical training to proficiently perform installation, repair and diagnostics of computer hardware and software.
12. Examines data systems identifies problems and determines or recommends solutions to streamline food service operations.
13. Performs other duties as assigned.