

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Coordinator, Data Communications **Date Prepared:** 04/2003
FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

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| 631 | System Development | Design new data processing systems, applications, programs, and procedures. Install and implement systems/programs and corresponding procedures. May include systems manual development. |
| 632 | System Maintenance | Maintain existing data processing systems and programs. Maintain system and program documentation. |
| 644 | Data Base Administration | Develop and/or administer policies and procedures as they relate to the accumulation, storage, and deletion of data processing records. |
| 635 | Programming | Code data processing programs and systems. |
| 656 | Assistance to Users - Student Services | Work with users of student (i.e., educational) services applications to implement systems. Answer questions on an ongoing basis. |
| 633 | System Trouble Shooting | Work to resolve various system errors or failures. Involves identifying system problems and implementing corrective actions. Problems addressed include hardware, software, and procedure. |
| 630 | Software/Hardware Selection | Identify user requirements, evaluate software alternatives, and make recommendations for the selection of software/hardware. |
| 650 | Data Processing Security/Control | Develop and administer data processing security systems and procedures. Includes security systems for both physical access to data processing facilities and access to data/programs. |
| 007 | Short-Term Planning | Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for school, department, program or the district. |
| 005 | Staff Coordination | Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements. |

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Activity Name (cont.)

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| 003 | Performance Appraisal | Monitor and evaluate the performance of your employees. Conduct career counseling. |
| 999 | Assigned Duties | Perform other duties as assigned. |

General Classification Specification Factors:

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| Education/Experience: | B.A. or B.S. Degree with major course work in one of the computer sciences or in management information systems with six years appropriate related experience; or A.A. Degree with major course work in computer science or management information systems and eight years appropriate related experience; or Vocational training (720 classroom hour program of study) from a vocational-technical school or accredited community college in an area of data processing (excluding computer operations and data entry) and nine years appropriate related experience; or High School Diploma or equivalent with ten years appropriate related experience |
| Supervisory Responsibility: | Yes |
| Type of Supervision: | Supervision applies to one or more <u>organizational units</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration. |

Effective Date: 07/01/2003