Leon County Public Schools
Classification Specification

Summary Information:

Classification Title: Supervisor, 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

644	Data Base Administration	Develop and/or administer policies and procedures as they relate to the accumulation, storage, and deletion of data processing records.
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.
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.
630	Software/Hardware Selection	Identify user requirements, evaluate software alternatives, and make recommendations for the selection of software/hardware.
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.
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.

Activity Name (cont.)		

001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
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:

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 related experience; or
A.A. Degree with major course work in computer science or management information systems with eight years related experience; or
Vocational training (720 hours) of study from a vocational-technical school or accredited community college in an area of data processing (excluding computer operations and data entry) with nine years related experience; or
High School Diploma or equivalent with ten years related experience.

Supervisory Responsibility: Yes

Type of Supervision: Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 7/01/2003