Leon County Public Schools
Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Systems Program Manager   **Date Prepared:**   04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

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.
644	Data Base Administration	Develop and/or administer policies and procedures as they relate to the accumulation, storage, and deletion of data processing records.
655	Systems Assessment	Research, evaluate, and recommend changes in hardware, software, data communications, and techniques that contribute to more effective automated systems capabilities.
652	Systems Performance Evaluation	Collect data and evaluate the performance of data processing systems. Performance tune systems as required.
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.
639	Telecommunication Systems Development	Design new telecommunication systems and procedures. Install and implement systems and corresponding procedures as required.
653	Capacity Planning	Evaluate data processing systems capacity requirements. Recommend data processing development plans to accommodate expected needs.
654	Disaster Recovery Planning	Develop, maintain and/or administer the data processing disaster recovery plan.
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.

| 632 | System Maintenance | Maintain existing data processing systems and programs. Maintain system and program documentation. |

632   System Maintenance   Maintain existing data processing systems and programs. Maintain system and program documentation.

657   Assistance to Users - Business Services   Work with users of business services applications to implement systems. Answer questions on an ongoing basis.

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.

636   Testing   Test data processing programs and systems.

651   Tape Library   Control and secure source and object code tape libraries.

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

642   Telecommunication Systems Trouble Shooting   Work with users to resolve telecommunication system errors or failures. Involves identifying problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.

649   Data Processing Training   Train users in the operation of new or modified systems and programs.

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 three years related experience; or A.A. Degree with major course work in computer science or management information systems with five 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 six years related experience; or High School Diploma or equivalent with seven 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: 7/1/2003